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EXPENSE REPORTS

Entering Expense Reports


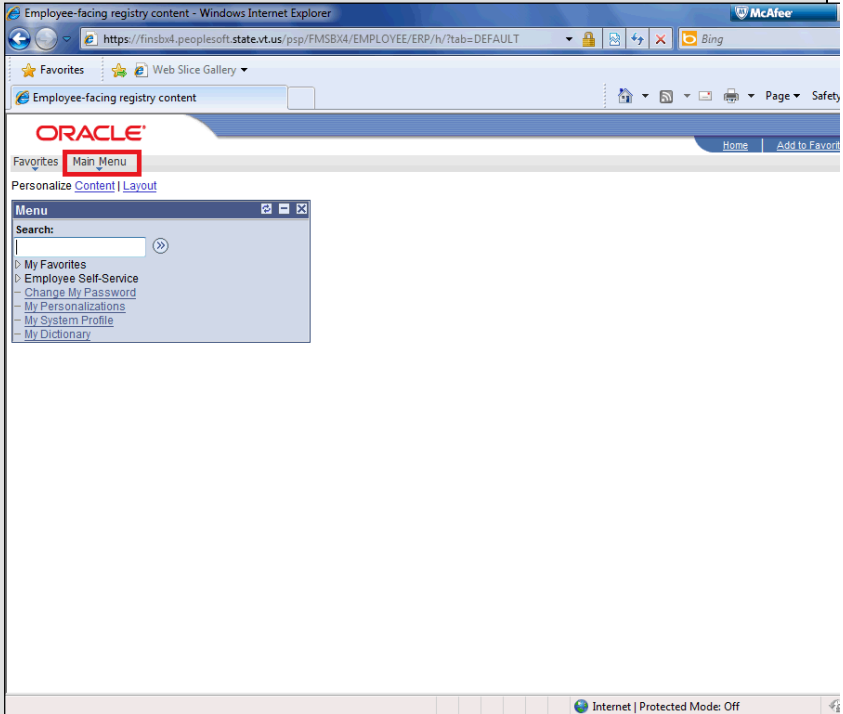
CREATE Expense Report from Blank


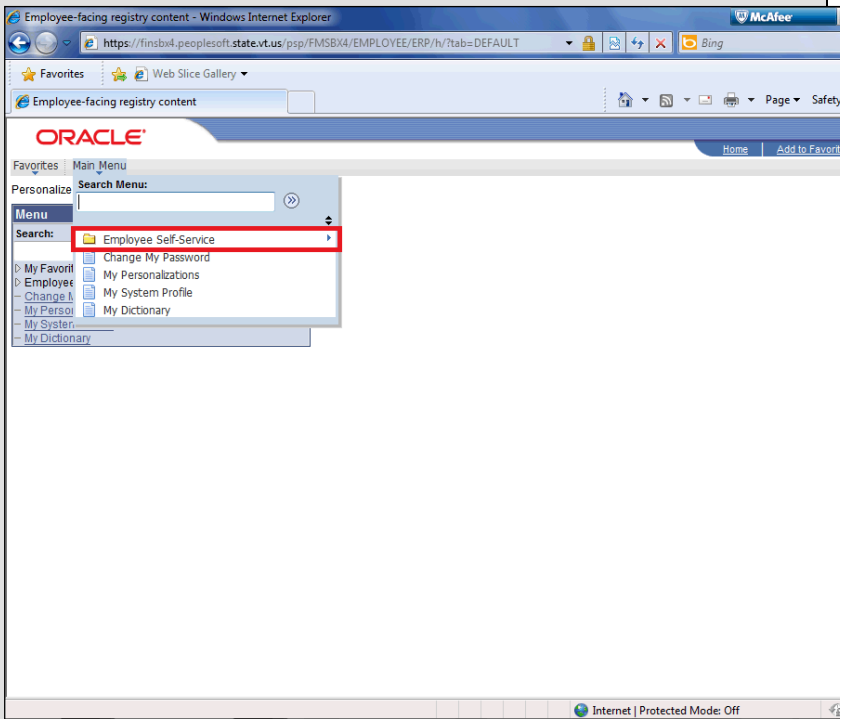
Procedure

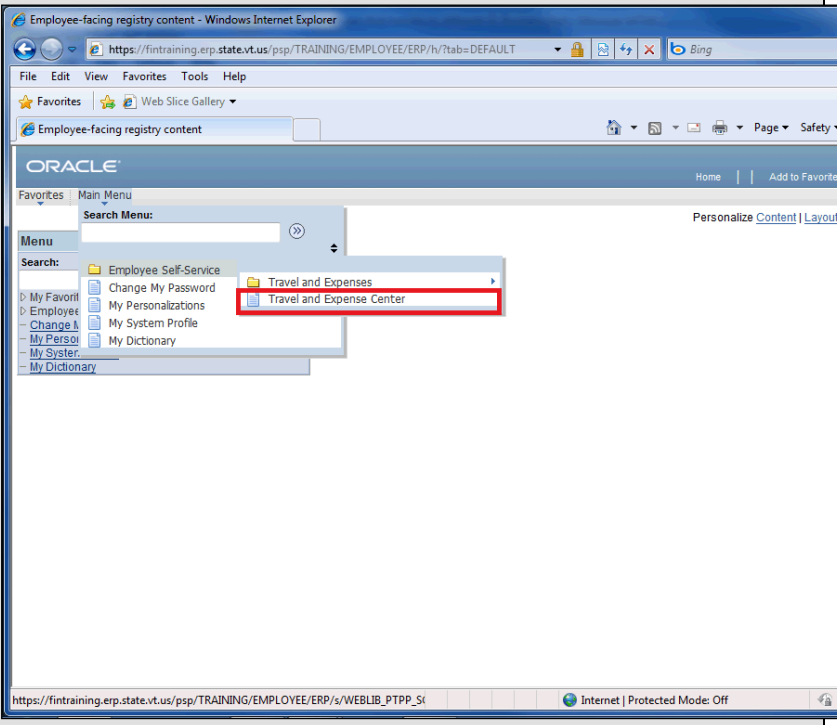
The Basics:

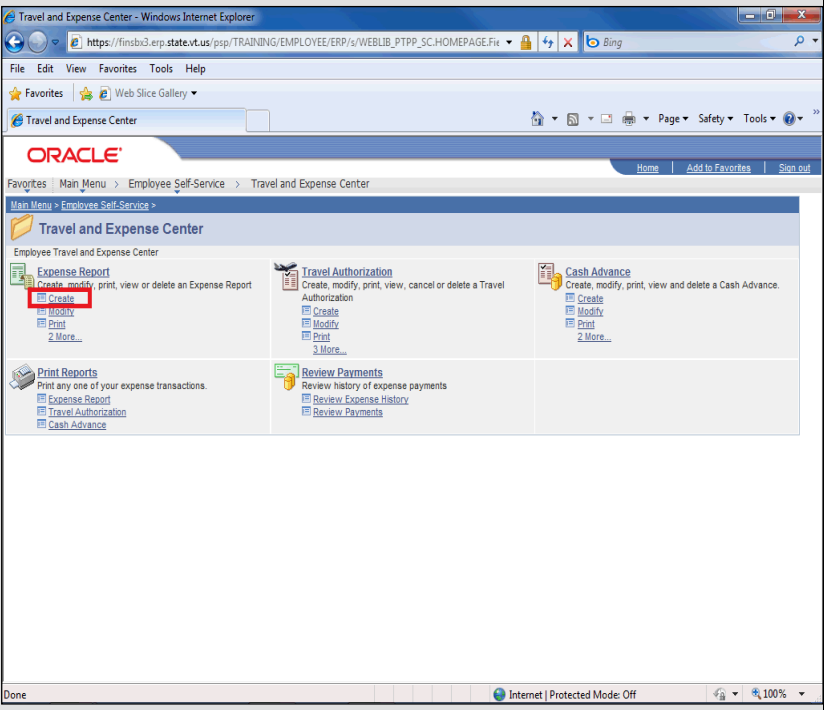
Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Expense Reports.

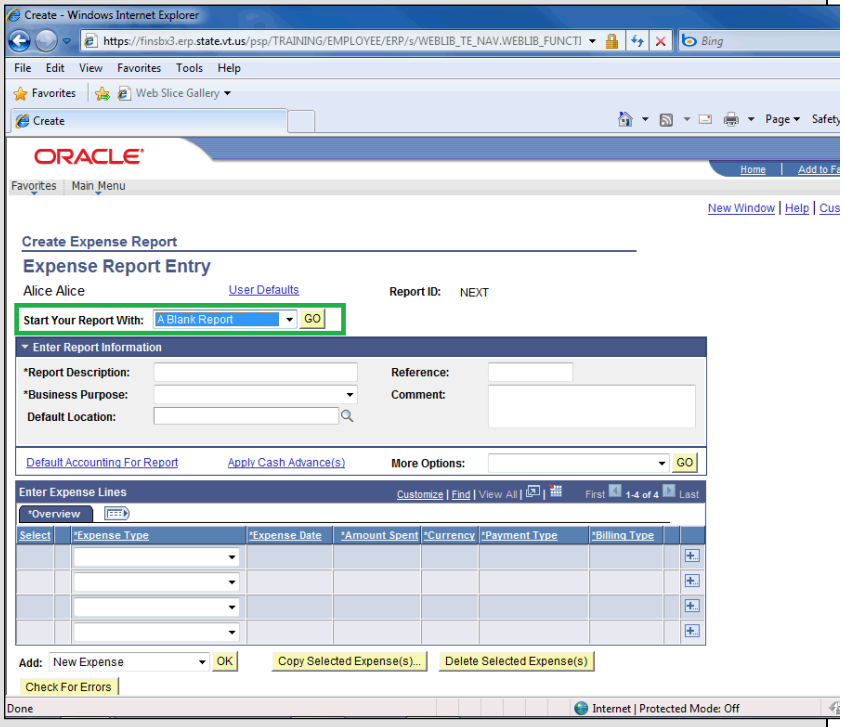
1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods-** Whenever possible, Purchasing Cards (P-Cards) and direct vendor payments should be used to minimize employee reimbursements.
3. **Clear cache-** To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later-** After every couple lines on your expense report, click the "Save for Later" button to prevent the "data inconsistent with database" error that prohibits you from saving or submitting.
5. **Timeliness-** All employees are expected to submit their Expense Reports within twenty (20) calendar days after completion of the travel event or the incurrence of a business expense.
6. **Taxable over 60 days-** Any item that is past 60 days is required to have a "Taxable" Billing Type and an Explanation of Late filing form (http://finance.vermont.gov/sites/finance/files/pdf/Expenses/FM_EXP_Over60DayForm.pdf).
7. **Receipts-** Refer to your department's policy regarding handling of receipts.
8. **All employment related expenses must** be reimbursed through the Expense module and any reimbursements will be made directly into your direct deposit (balance or 999) account.

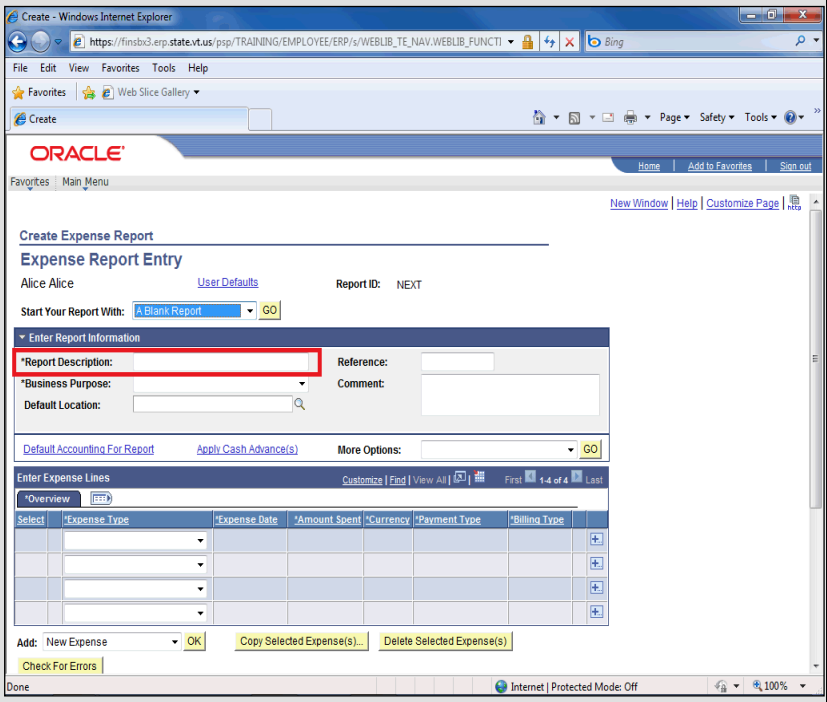
Step	Action	
1.	Click the Main Menu button. 	

Step	Action	
2.	Click the Employee Self-Service menu.  Employee Self-Service	

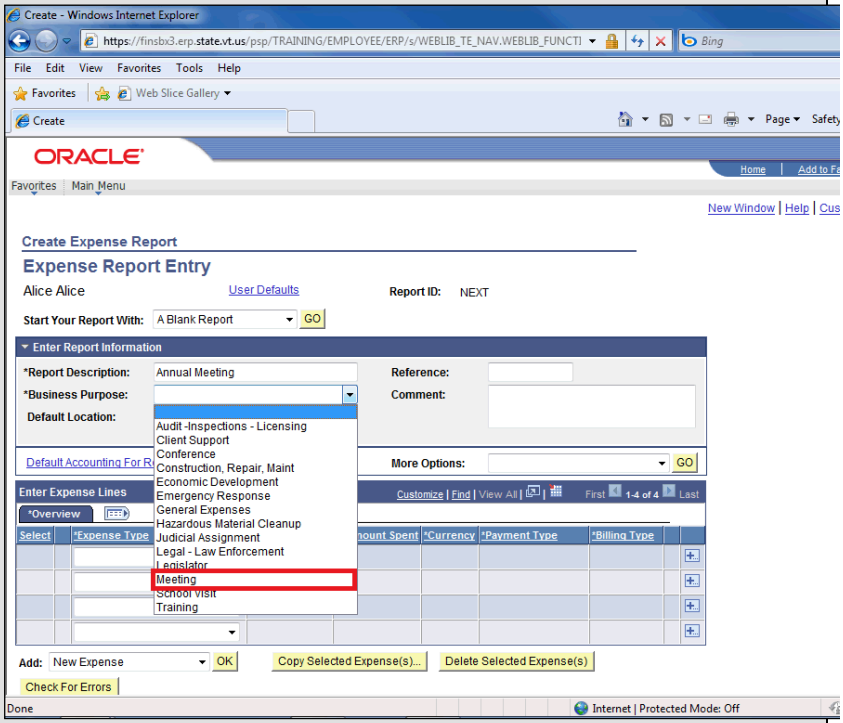
Step	Action
3.	<p>Click the Travel and Expense Center menu.</p>  <p>The screenshot shows the Oracle Employee Self-Service menu in a web browser. The 'Travel and Expense Center' link is highlighted with a red box. The browser address bar shows the URL: https://fintraining.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/h/?tab=DEFAULT.</p>

Step	Action
4.	<p>Under the Expense Report menu, Click the Create link.</p>  <p>The screenshot shows the Oracle Travel and Expense Center interface. The 'Create' link under the 'Expense Report' menu is highlighted with a red box. The browser address bar shows the URL: https://finb3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPage.Fix.</p> <p>This link can be saved as a favorite by clicking the Add to Favorites link in the upper right hand corner.</p>


Step	Action	
5.	<p>NOTE: The State of Vermont only uses three of the available options for Start your report with:</p> <ol style="list-style-type: none"> 1. A Blank Report -Default 2. A Travel Authorization - Must be used when there is an associated approved Travel Authorization. See section on Starting report with Travel Authorization 3. An Existing Report – Copies information from another report into the new report. See section on how to start with an Existing Report 	

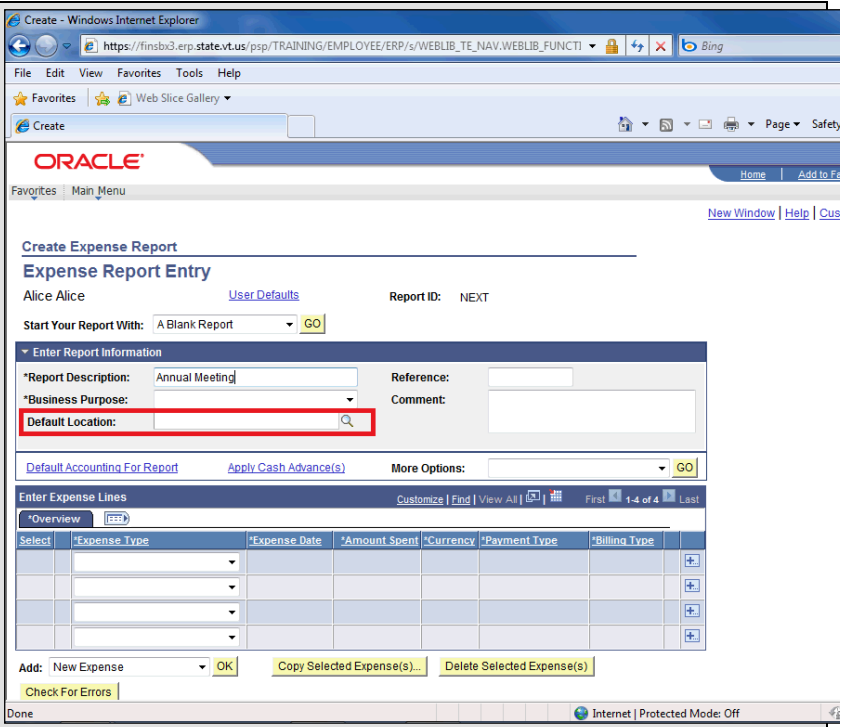
Step	Action	
6.	Enter a short, meaningful description into the Report Description field.	

Step	Action
7.	Click the drop down arrow to choose the Business Purpose .

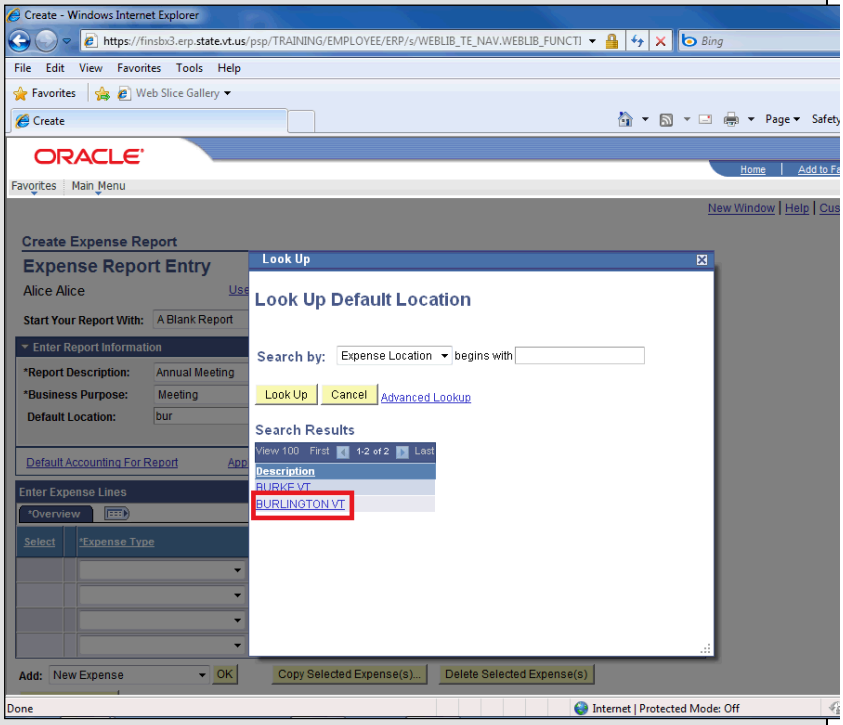


NOTE: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country

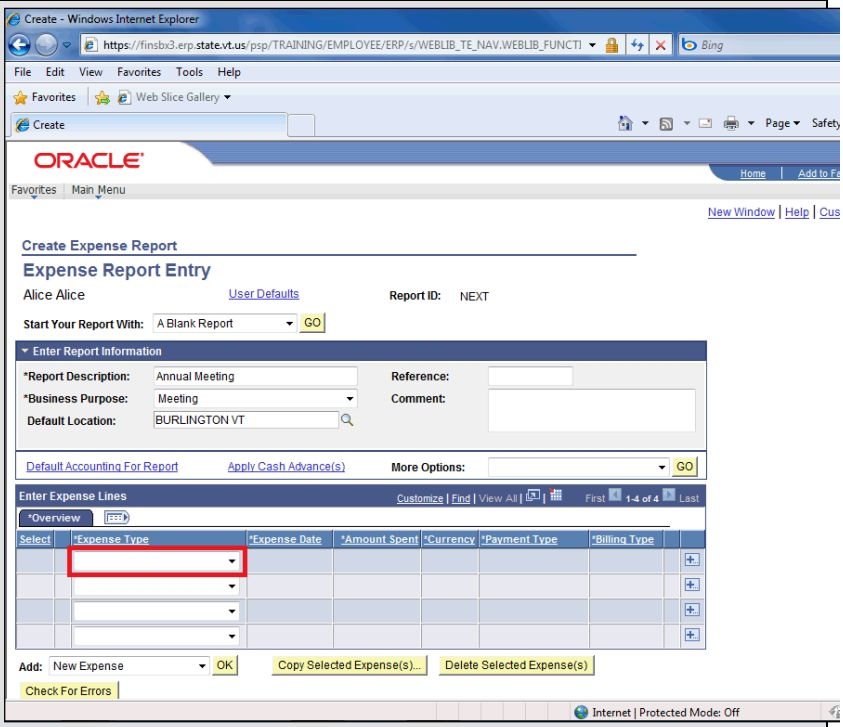
Entering a Default Location is optional. It will populate the destination location field on each expense line for you.	
Step	Action
8.	Enter the first three letters into the Default Location field.
Step	Action
9.	Click the Look up Default Location button. 



Step	Action
10.	Select the location link.

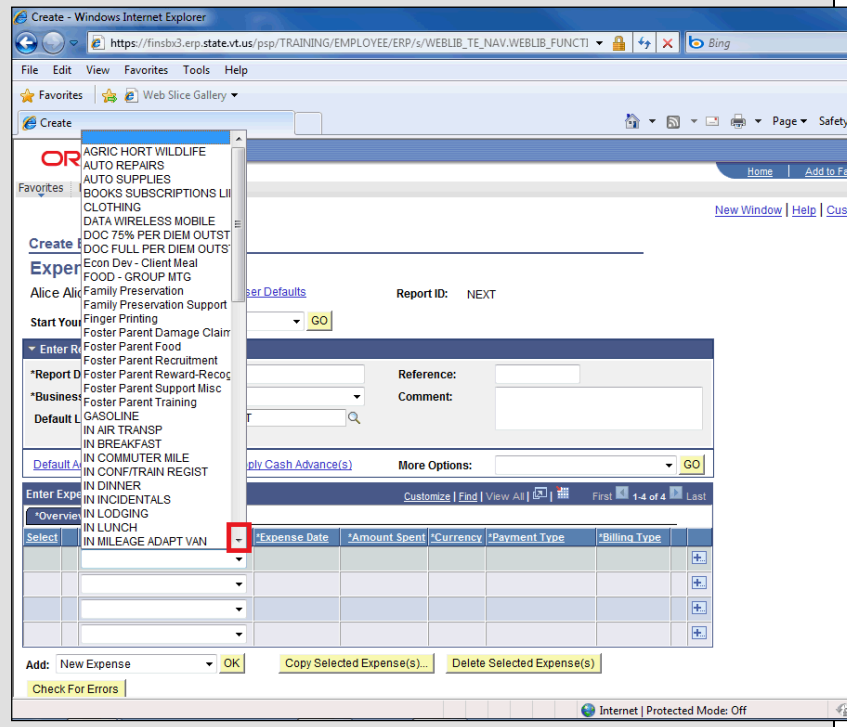


Step	Action
11.	Click the Expense Type drop down arrow.



Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expanded Expense Type list on the Finance & Management website for guidance on Expense types

Step	Action
12.	<p>Select the appropriate Expense Type from the list provided.</p> <p>The down arrow can be used to scroll through to see all available options.</p>

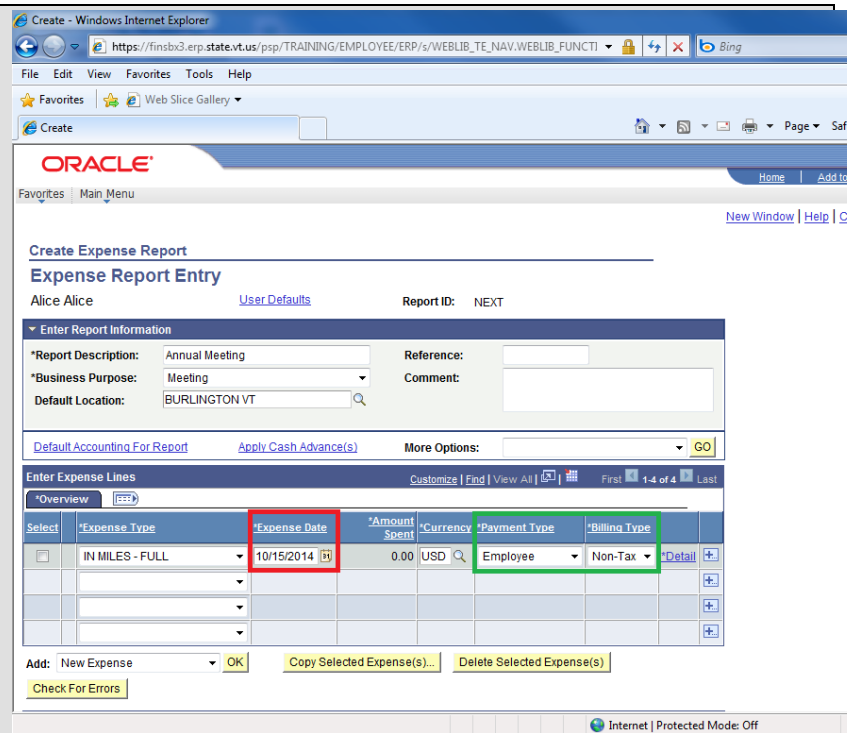


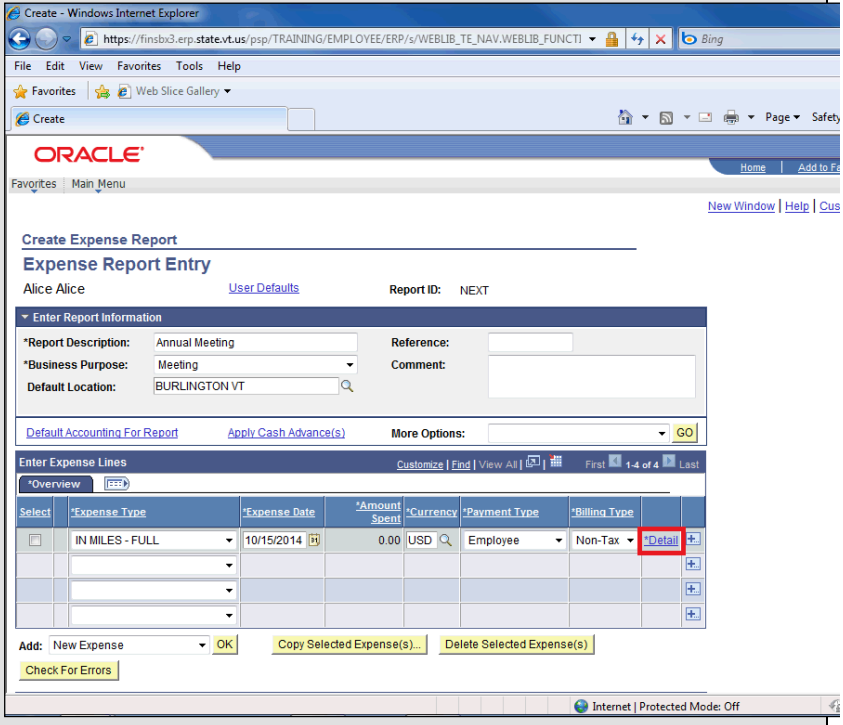
Step	Action
13.	<p>Enter the date of the expense by either typing a valid date or selecting the date using the calendar icon. Note: This date cannot be in the future.</p>

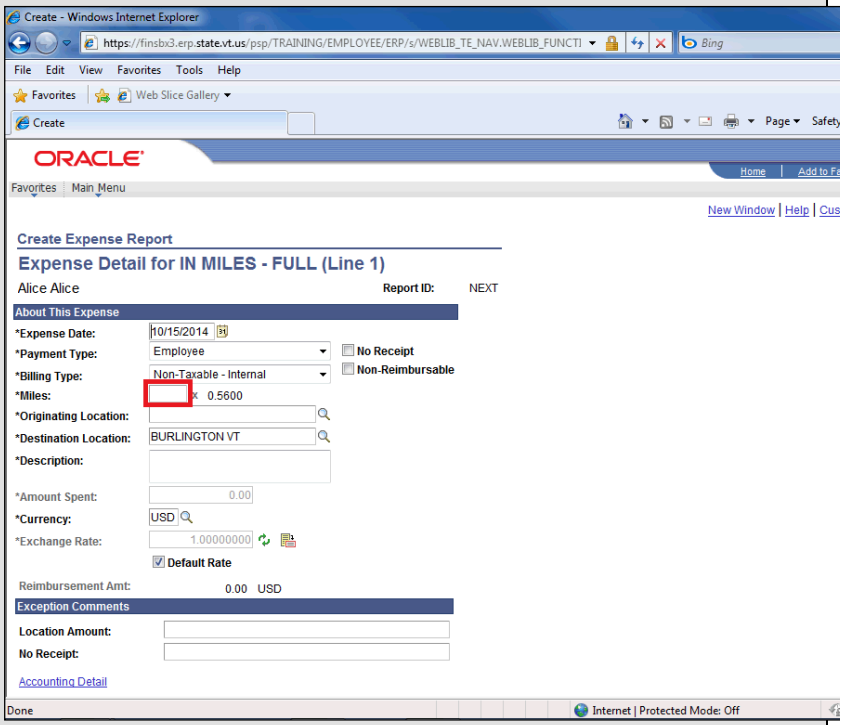
Payment Type and Billing Type are set to default


Payment Type - Employee
Billing Type - Non Taxable -Internal

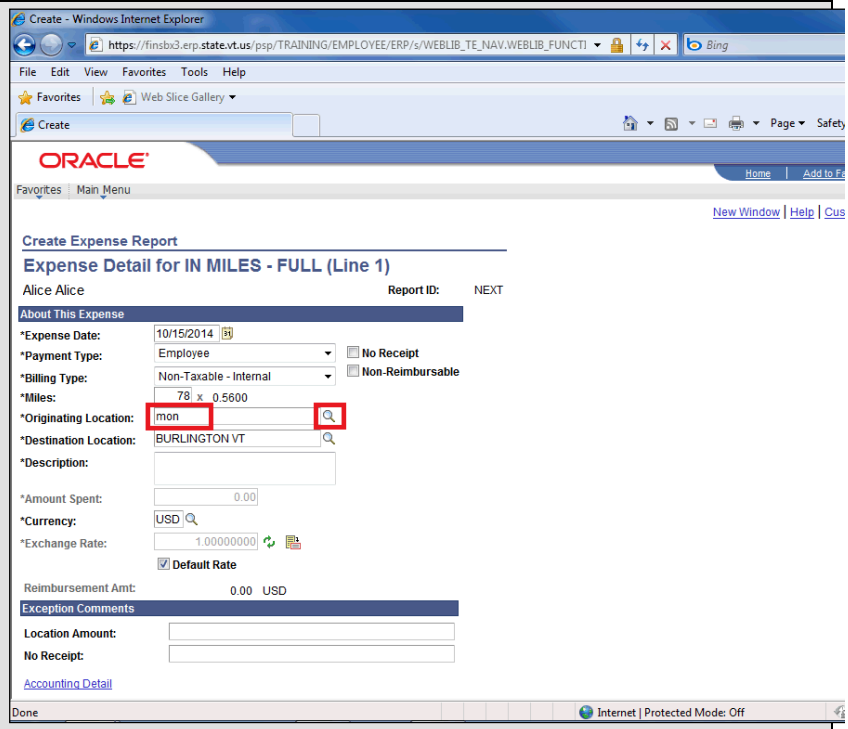
Any expense that is over 60 days will require changing the billing type to taxable.



Step	Action	
14.	<p>Each Expense Type will have a detail page that will also need to be completed,</p> <p>Click the Detail link.</p> <p>*Detail</p>	 <p>The screenshot shows the 'Expense Report Entry' page in a web browser. The 'Expense Type' is set to 'IN MILES - FULL'. The 'Detail' link is highlighted in red. The page includes fields for 'Report Description', 'Business Purpose', 'Default Location', 'Reference', and 'Comment'. There is also a table for 'Enter Expense Lines' with columns for 'Expense Type', 'Expense Date', 'Amount Spent', 'Currency', 'Payment Type', and 'Billing Type'.</p>

Step	Action	
15.	<p>Enter the number of miles for the round trip into the Miles field.</p> <p>Note: The mileage rate of reimbursement is updated and maintained in accordance with the State's negotiated agreements.</p>	 <p>The screenshot shows the 'Expense Detail for IN MILES - FULL (Line 1)' page. The 'Miles' field is highlighted in red. The page includes fields for 'Expense Date', 'Payment Type', 'Billing Type', 'Miles', 'Originating Location', 'Destination Location', 'Description', 'Amount Spent', 'Currency', 'Exchange Rate', 'Reimbursement Amt', and 'Exception Comments'.</p>

Step	Action
16.	Enter a few letters of where you started your trip into the Originating Location field.
Step	Action
17.	Click the Originating Location button. 



Oracle - Windows Internet Explorer

https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI

ORACLE

Home | Add to F

Favorites | Main Menu

Create Expense Report

Expense Detail for IN MILES - FULL (Line 1)

Alice Alice Report ID: NEXT

About This Expense

*Expense Date: 10/15/2014

*Payment Type: Employee

*Billing Type: Non-Taxable - Internal

*Miles: 78 x 0.5600

*Originating Location: mon

*Destination Location: BURLINGTON VT

*Description:

*Amount Spent: 0.00

*Currency: USD

*Exchange Rate: 1.00000000

Reimbursement Amt: 0.00 USD

Exception Comments

Location Amount:

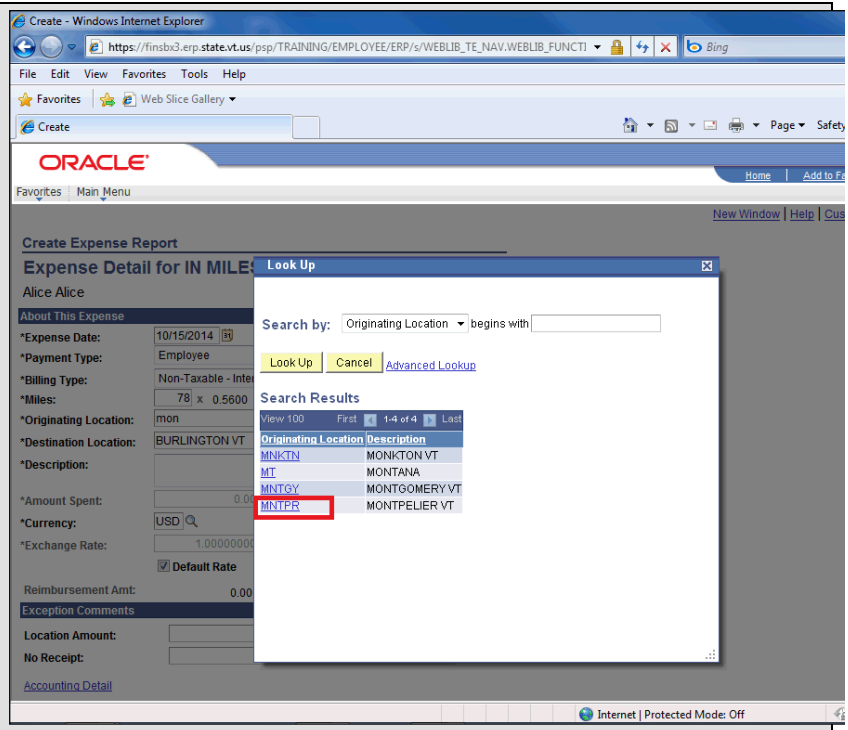
No Receipt:

Accounting Detail

NOTE: A default Originating location can be set through the User Profile using the following navigation:

Employee Self-Service > Travel and Expenses > Review Edit Profile Click on the User Defaults tab.

Step	Action
18.	Click the location link to select.



Oracle - Windows Internet Explorer

https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI

ORACLE

Home | Add to F

Favorites | Main Menu

Create Expense Report

Expense Detail for IN MILE: Look Up

Alice Alice

About This Expense

*Expense Date: 10/15/2014

*Payment Type: Employee

*Billing Type: Non-Taxable - Inte

*Miles: 78 x 0.5600

*Originating Location: mon

*Destination Location: BURLINGTON VT

*Description:

*Amount Spent: 0.00

*Currency: USD

*Exchange Rate: 1.00000000

Reimbursement Amt: 0.00

Exception Comments

Location Amount:

No Receipt:

Accounting Detail

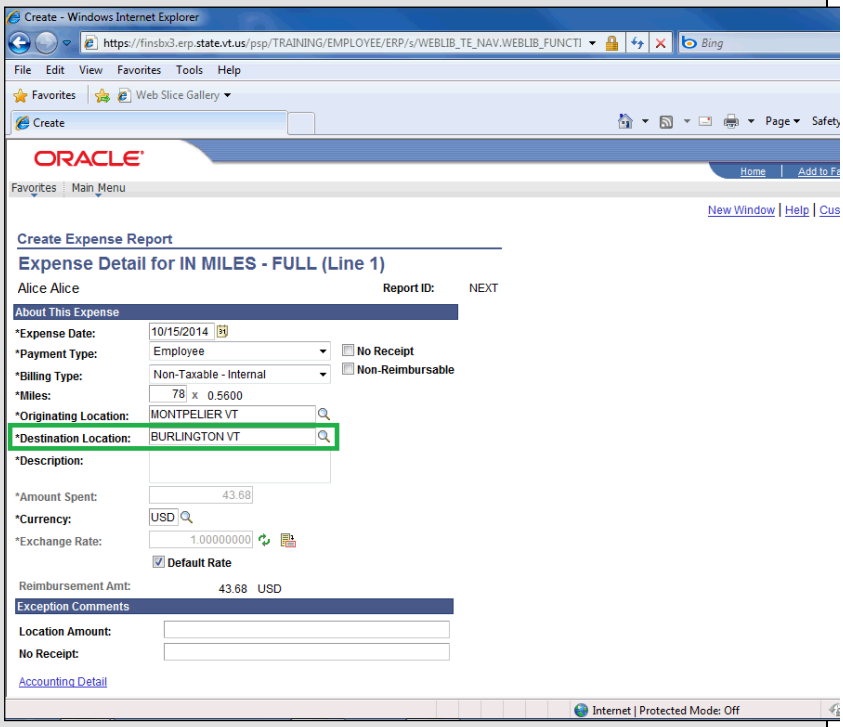
Search by: Originating Location begins with

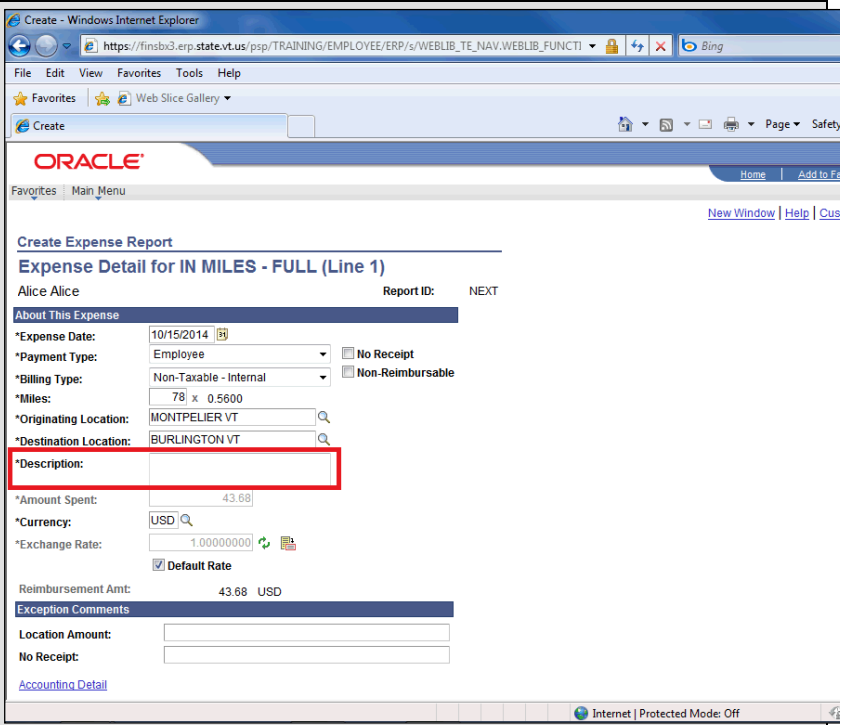
Look Up Cancel Advanced Lookup

Search Results

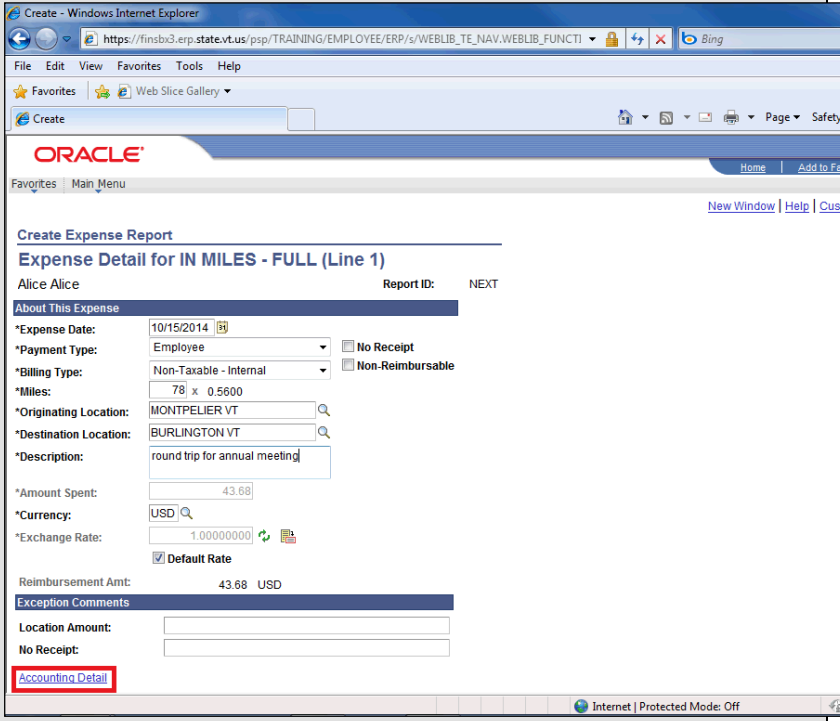
View 100 First 1-4 of 4 Last

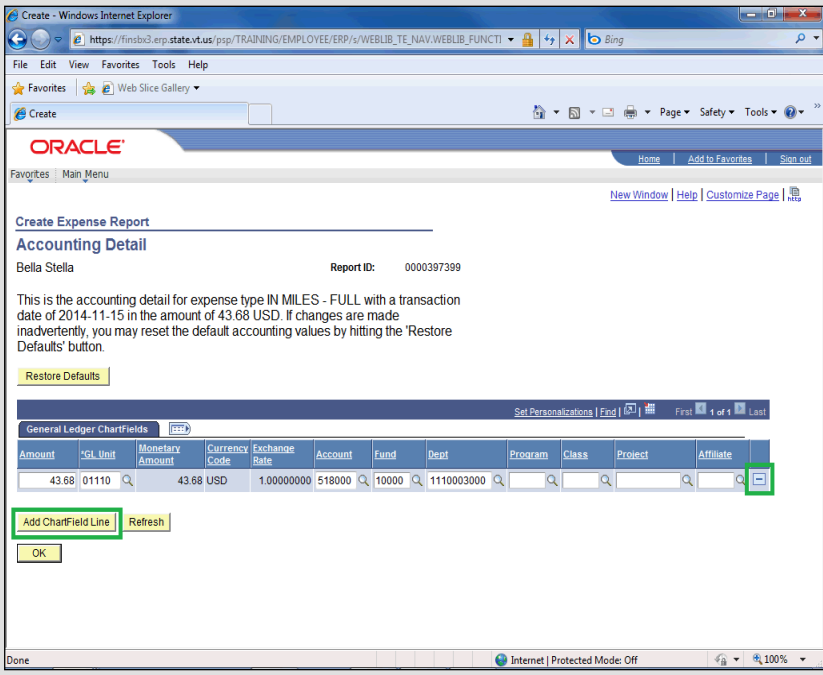
Originating Location	Description
MNKTN	MONKTON VT
MT	MONTANA
MNTGY	MONTGOMERY VT
MNPLR	MONTPELIER VT

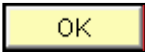
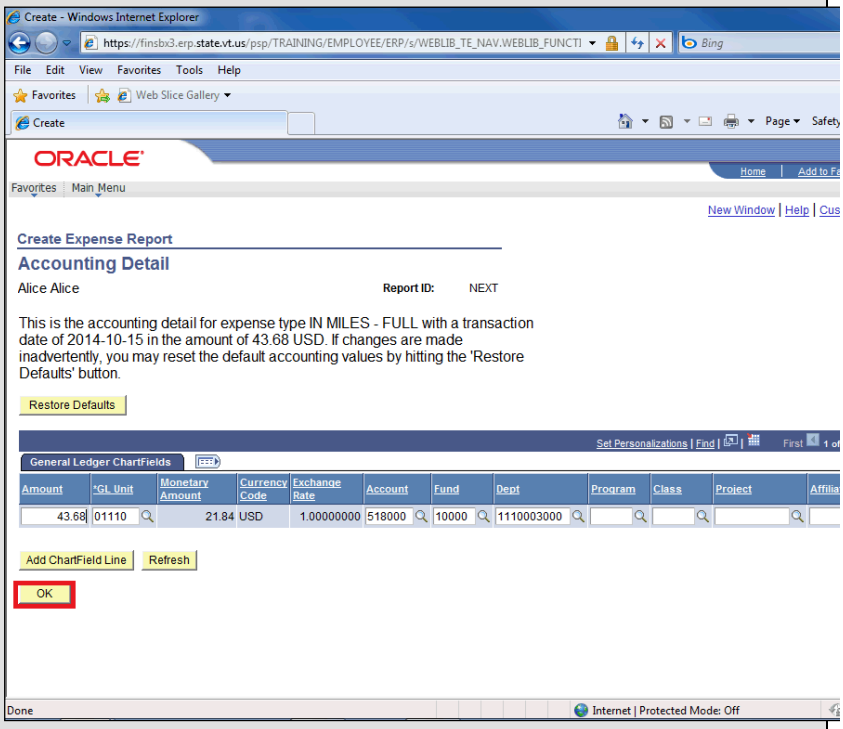
Step	Action	
19.	Enter the Destination location if a Default location wasn't selected. This location should be the furthest point travelled during the trip	 <p>The screenshot shows the 'Create Expense Report' form for 'Alice Alice'. The 'Destination Location' field is highlighted with a green box. The form includes fields for Expense Date (10/15/2014), Payment Type (Employee), Billing Type (Non-Taxable - Internal), Miles (78 x 0.5600), Originating Location (MONTPELIER VT), and Destination Location (BURLINGTON VT). The 'Description' field is empty. The 'Amount Spent' is 43.68 USD, and the 'Reimbursement Amt' is 43.68 USD.</p>

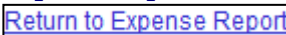
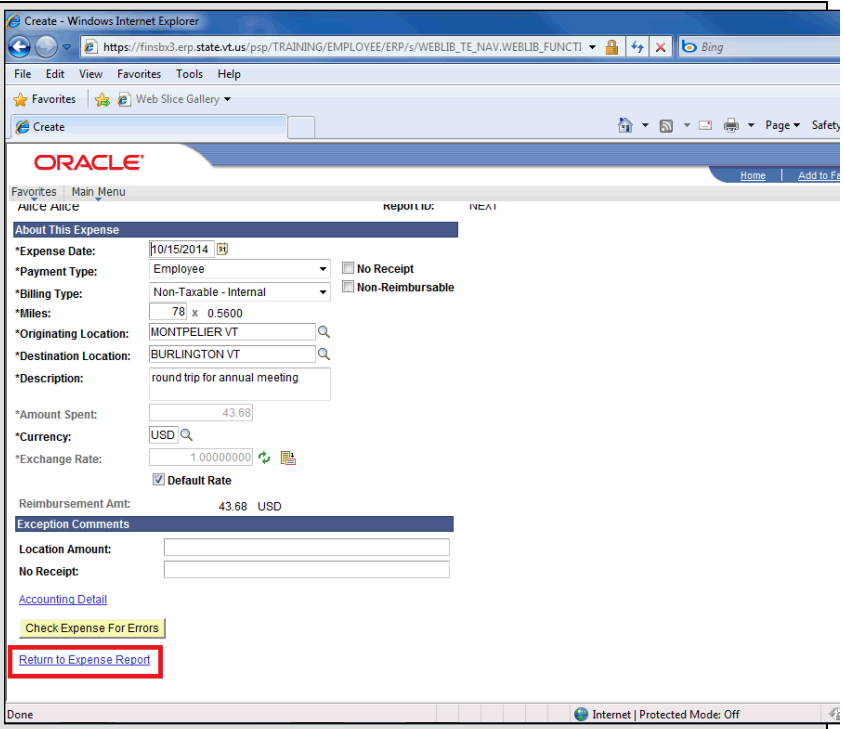
Step	Action	
20.	<p>Enter an explanation of what this trip was for into the Description field.</p> <p>If there were locations travelled to along the way, those can be indicated here.</p>	 <p>The screenshot shows the same 'Create Expense Report' form as in step 19. The 'Description' field is now highlighted with a red box, indicating where the user should enter an explanation of the trip. The 'Destination Location' field remains highlighted with a green box. The 'Amount Spent' is 43.68 USD, and the 'Reimbursement Amt' is 43.68 USD.</p>

Verify/Change accounting detail for an expense line

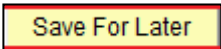
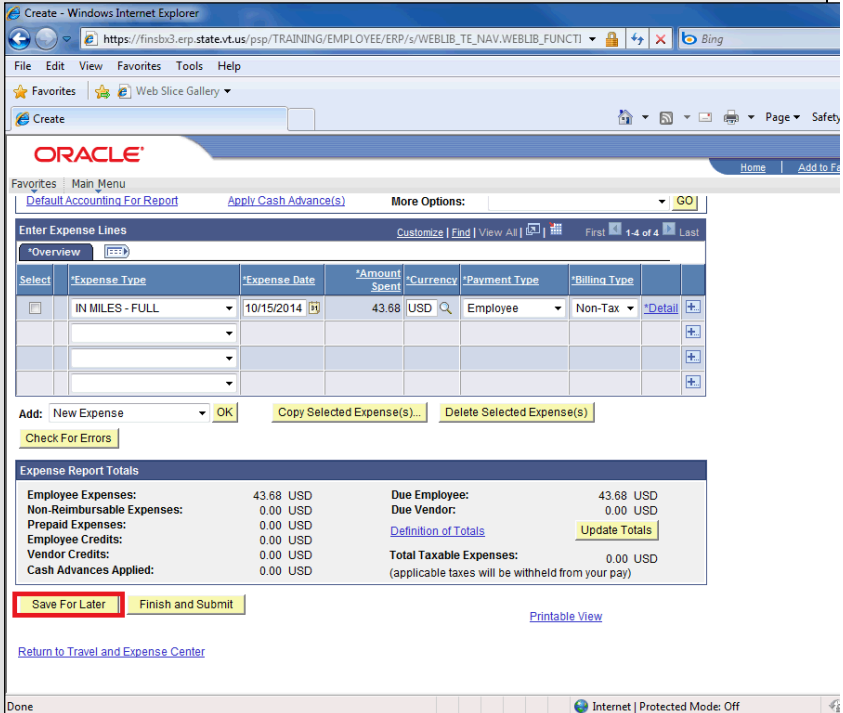
Step	Action	
1.	<p>To verify/change the accounting information for the expense line,</p> <p>Click the Accounting Detail link on the Expense Detail page for the line.</p> <p>Accounting Detail</p>	


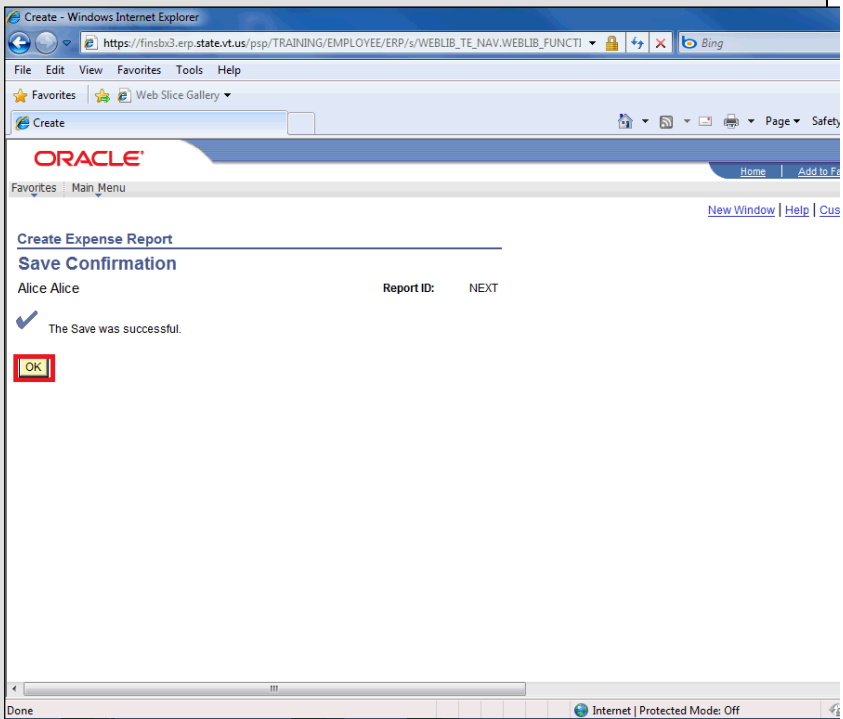
Step	Action	
2.	<p>Lines can be added by clicking the Add Chartfield button and they can be deleted by clicking the minus button next to the line.</p> <p>NOTE: The account code and GL Unit should never be changed.</p>	

Step	Action	
3.	Click the OK button. 	

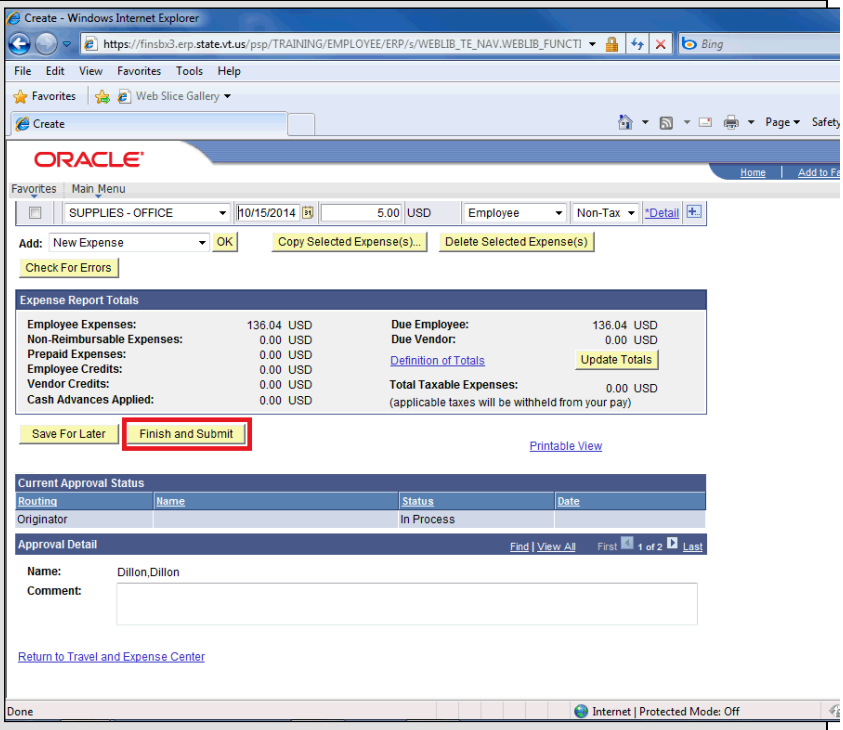
Step	Action	
4.	Click the Return to Expense Report link.  You might have to scroll down the screen if you don't see the link.	

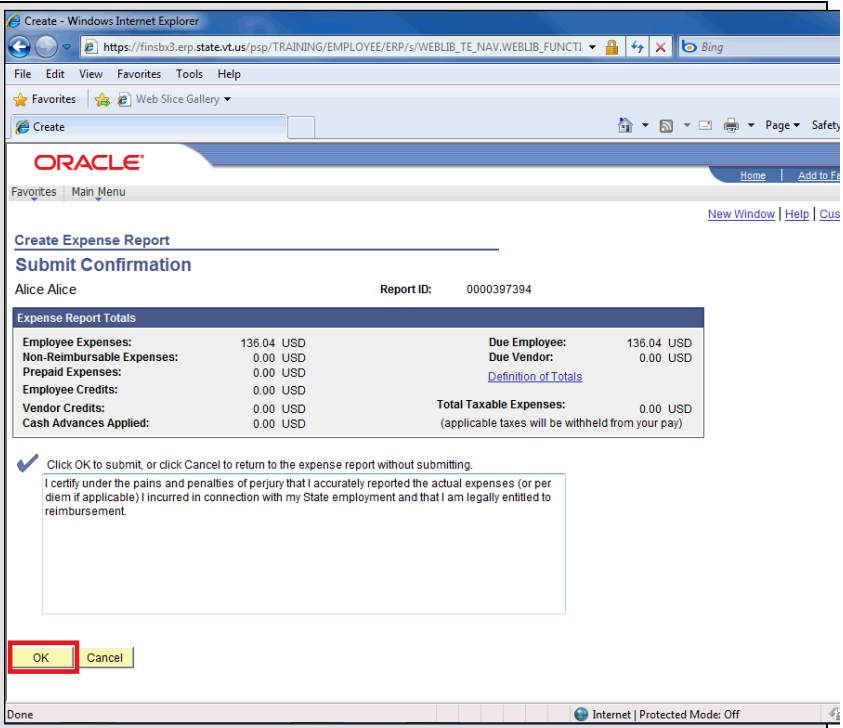
Save Expense Report for Later


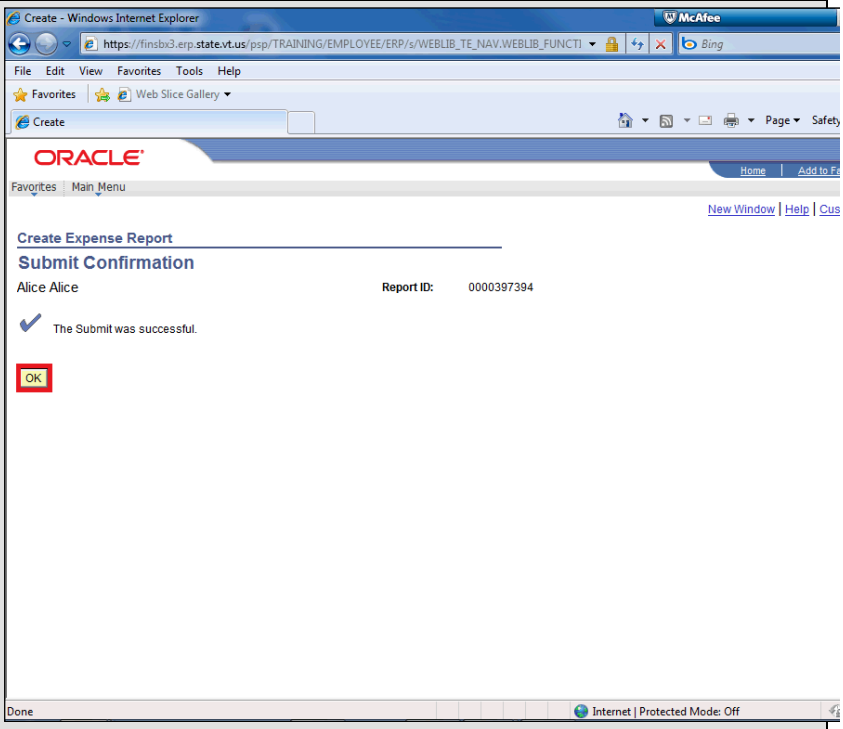
Step	Action	
1.	<p>When entering expenses it is important to save often. We recommend saving after every one to two lines to avoid losing any work</p> <p>To save, click the Save For Later button.</p>  <p>You might have to scroll down the screen if you don't see the button</p>	 <p>The screenshot shows the Oracle Expense Report interface. At the bottom of the 'Expense Report Totals' section, the 'Save For Later' button is highlighted with a red box. Other buttons visible include 'Finish and Submit', 'Copy Selected Expense(s)...', 'Delete Selected Expense(s)', 'Check For Errors', 'Printable View', and 'Return to Travel and Expense Center'.</p>

Step	Action	
2.	<p>Click the OK button.</p> 	 <p>The screenshot shows the 'Save Confirmation' dialog box. It displays the user name 'Alice Alice' and the 'Report ID: NEXT'. A message states 'The Save was successful.' with a checkmark icon. The 'OK' button is highlighted with a red box.</p>


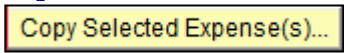
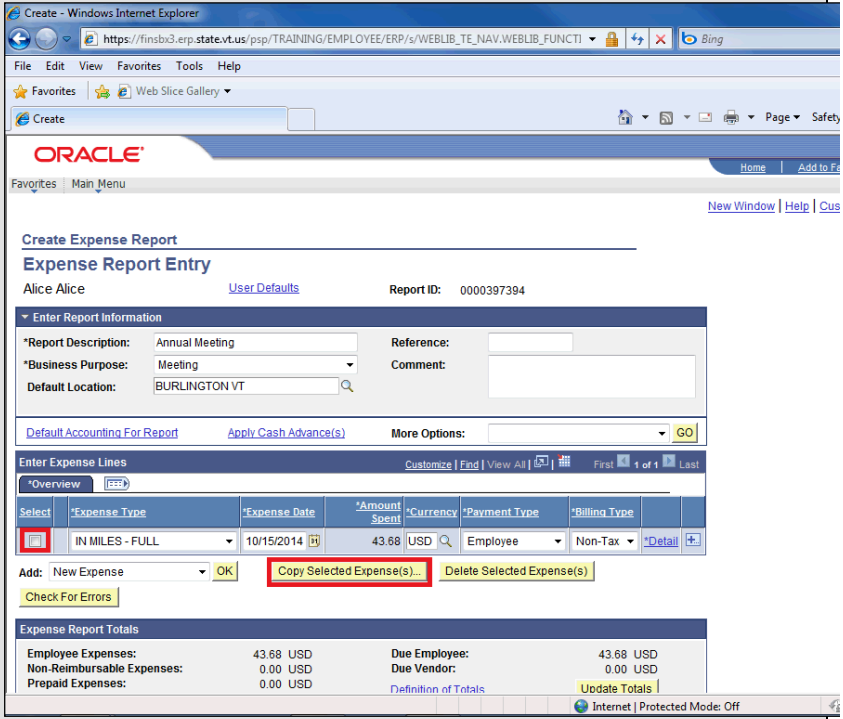
Finish and Submit

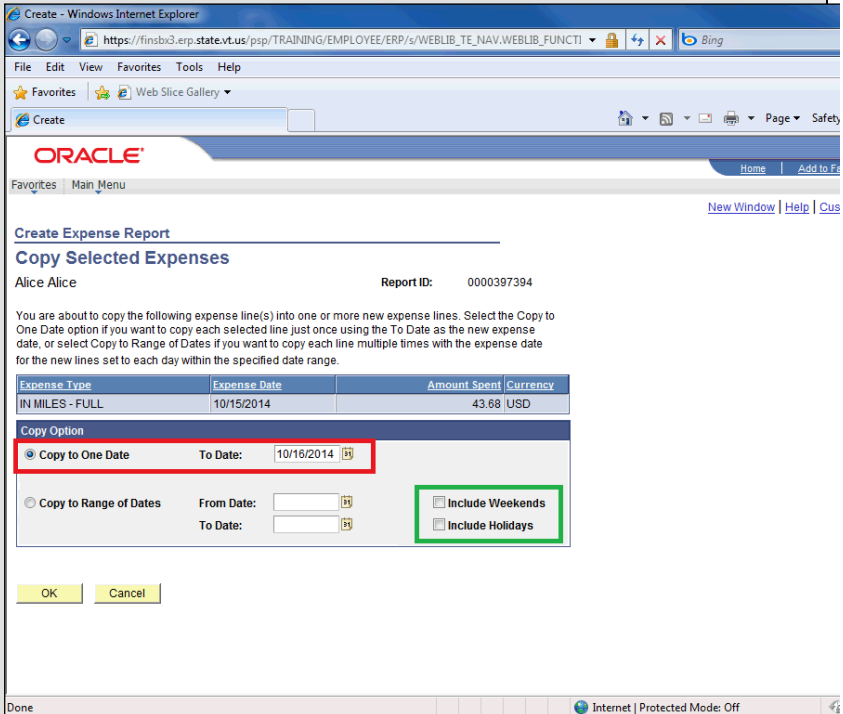
Step	Action	
1.	<p>To finish and submit the report, click the Finish and Submit button.</p> <p>You might have to scroll down the screen if you don't see the button</p>	 <p>The screenshot shows the Oracle Expense Report interface in a web browser. The 'Finish and Submit' button is highlighted with a red box. The interface includes a header with the Oracle logo, a navigation menu, and a main content area with various expense report details and buttons.</p>



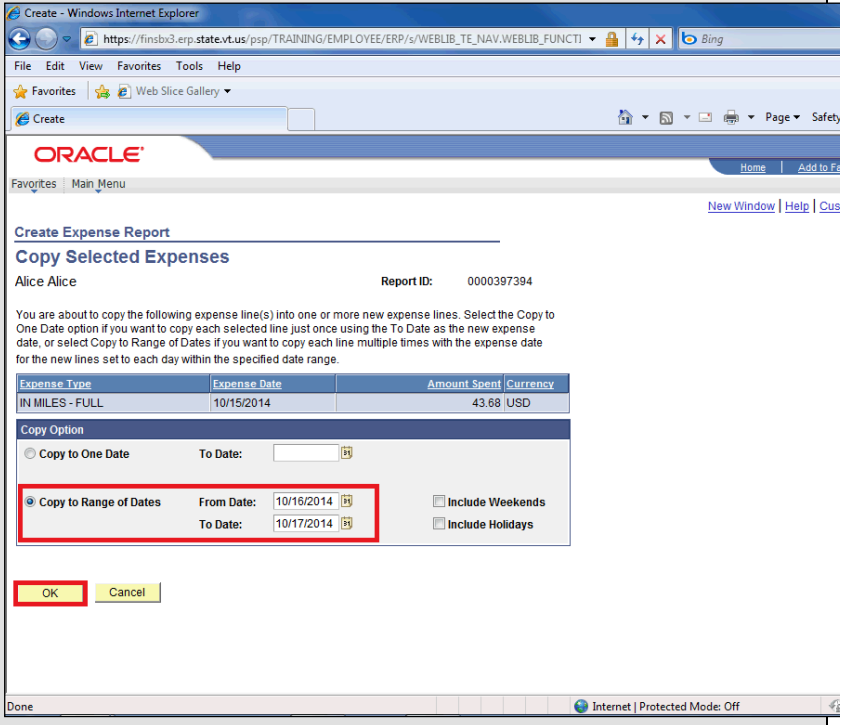
Step	Action	
2.	<p>After reading the certification statement, click the OK button.</p>	 <p>The screenshot shows the Oracle Expense Report interface in a web browser. The 'OK' button is highlighted with a red box. The interface includes a header with the Oracle logo, a navigation menu, and a main content area with various expense report details and buttons.</p>


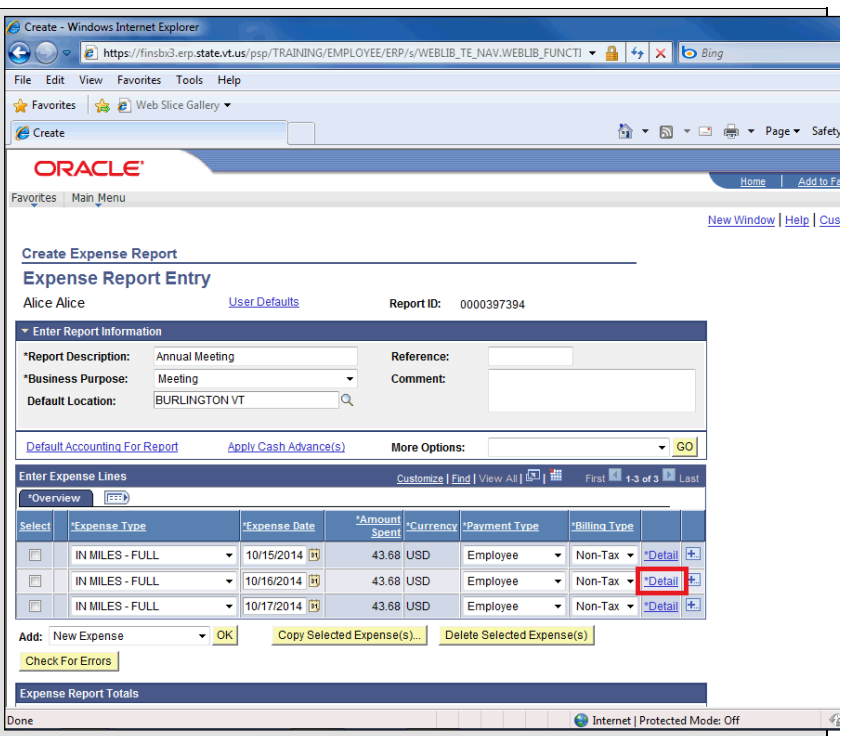
Step	Action	
3.	<p>Click the OK button.</p>  <p>The report is now submitted and is waiting for supervisor approval. If any changes are needed now, the report will have to be sent back to you by the supervisor for revision.</p>	 <p>The screenshot shows a web browser window titled 'Create - Windows Internet Explorer' with the URL 'https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI...'. The page is an Oracle application titled 'Create Expense Report' and 'Submit Confirmation'. It displays the user 'Alice Alice' and a 'Report ID: 0000397394'. A confirmation message states 'The Submit was successful.' with a checkmark icon. An 'OK' button is visible at the bottom left of the confirmation area.</p>

Copy Expense line(s) for an Expense Report


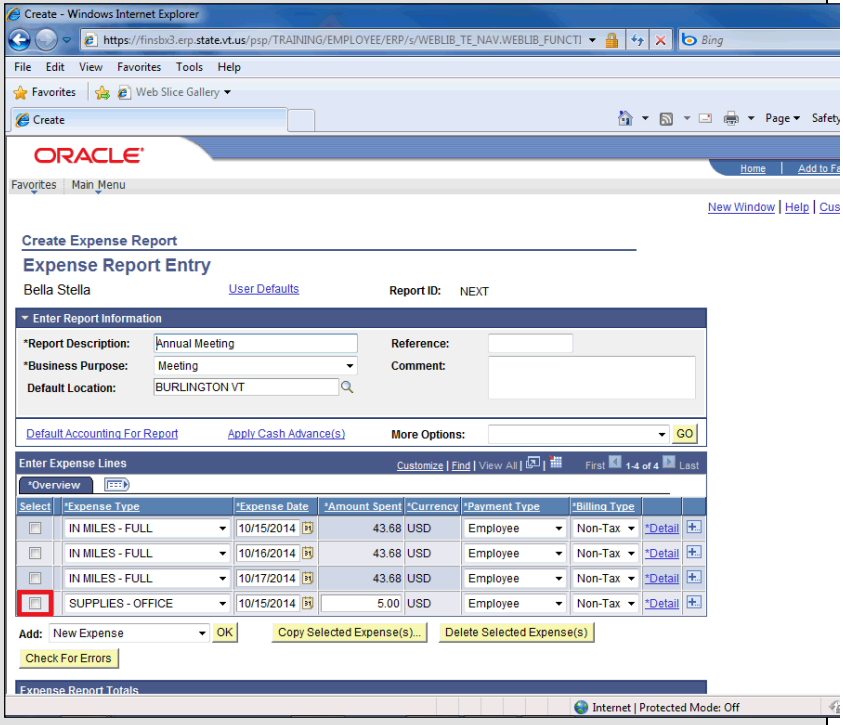
Step	Action	
1.	Click the Select box next to the expense line you want to copy. 	
Step	Action	
2.	Click the Copy Selected Expense(s)... button. 	

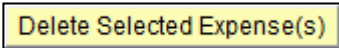
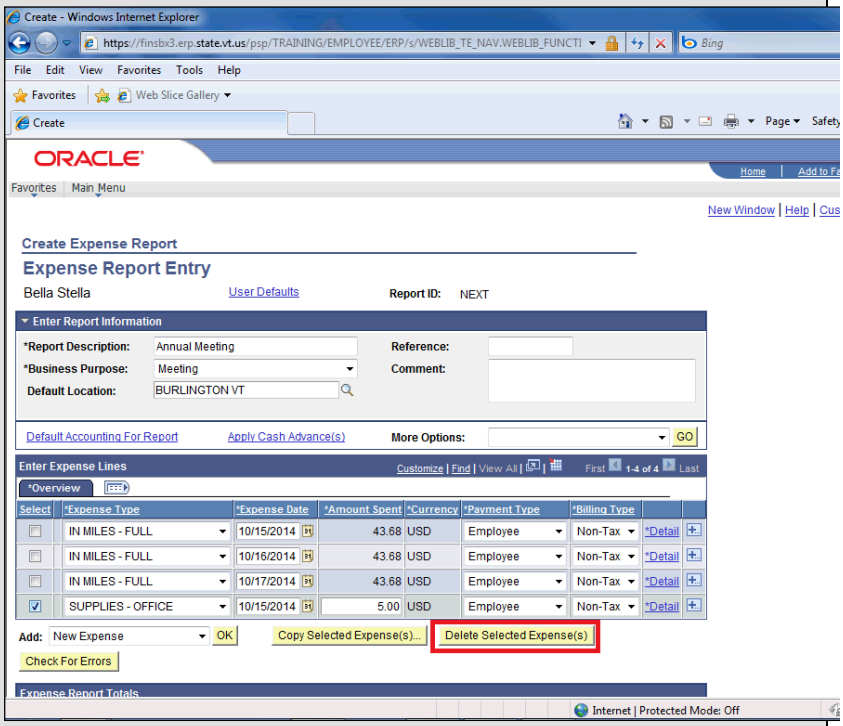
Step	Action	
3.	<p>The system defaults to Copy to One Date and copies to non-holiday workdays. If you want to copy to a Weekend day or Holiday, you will need to check the corresponding checkbox.</p> <p>When copying to one date, enter the Date you want to copy into the To Date field next to the Copy one Date field.</p>	

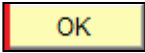
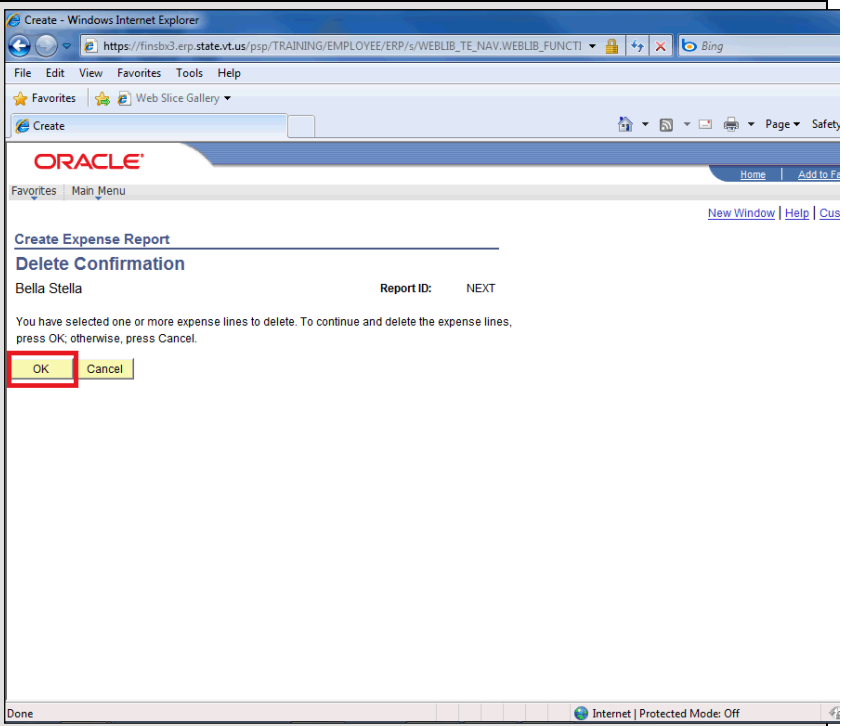
Step	Action	
4.	To Copy to a range of dates, click the Copy to Range of Dates option. 	
Step	Action	
5.	Enter the date range you want to copy to into the From Date and To Date fields.	
Step	Action	
6.	Click the OK button 	

Step	Action	
7.	Click the Detail link to adjust the information for the copied lines. 	


Delete expense line(s) for an Expense Report

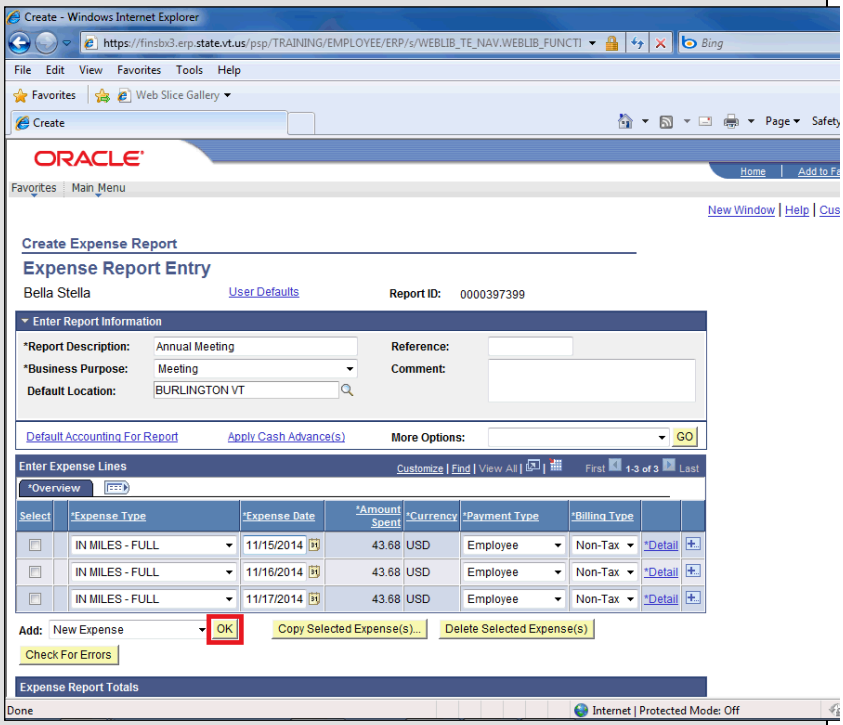
Step	Action	
1.	To delete any unnecessary lines click the Select box next to the line. 	

Step	Action	
2.	Click the Delete Selected Expense(s) button. 	


Step	Action	
3.	<p>To confirm the delete,</p> <p>Click the OK button.</p> 	

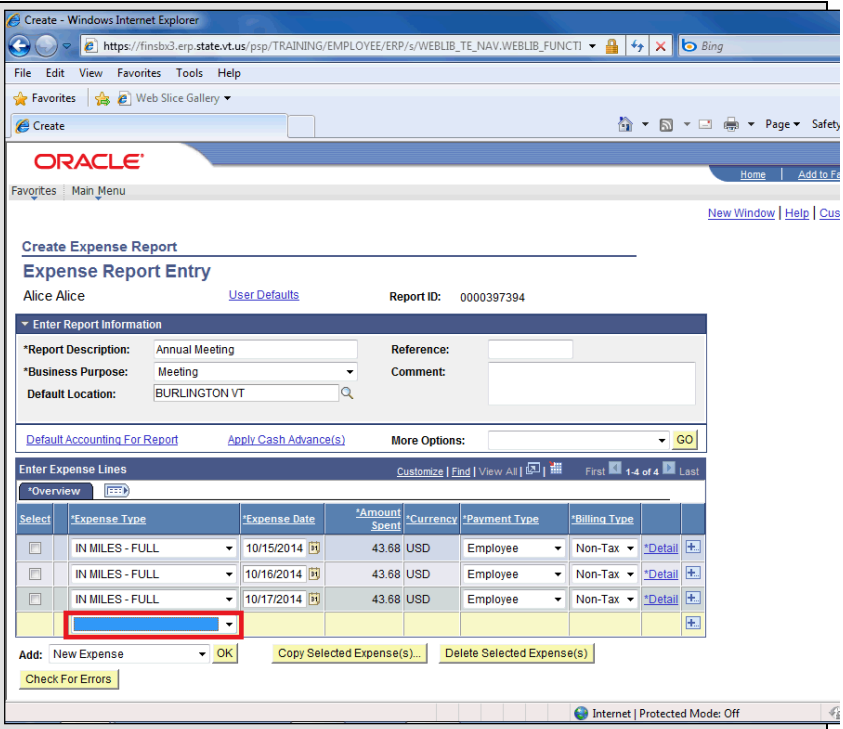
Add an expense line for Office Supplies for an Expense Report

Step	Action
1.	Click the OK button next to Add New Expense. 



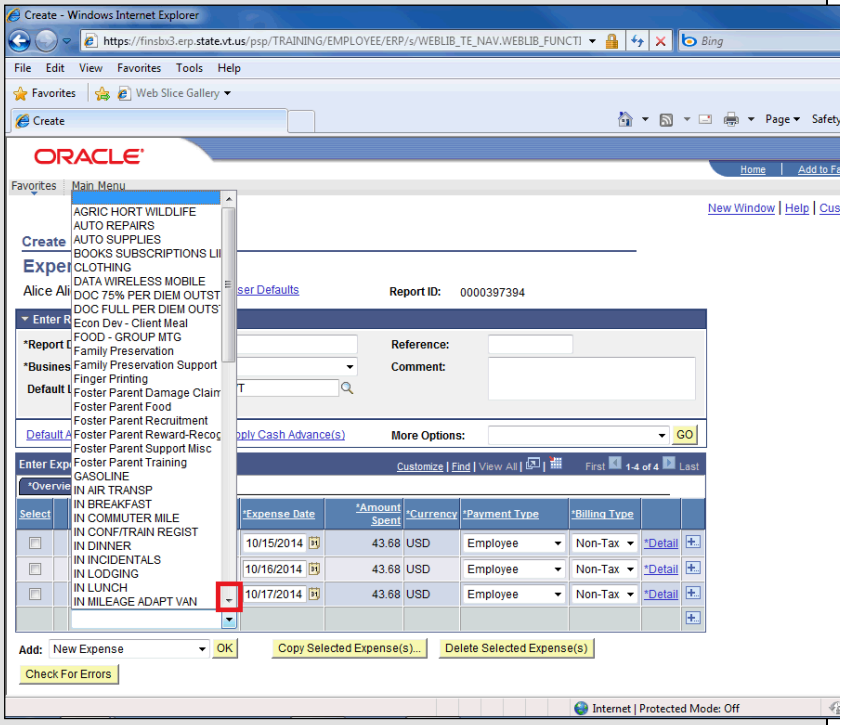
The screenshot shows the Oracle Expense Report Entry interface. The 'Add: New Expense' dropdown is open, and the 'OK' button is highlighted with a red box. The interface includes fields for Report Description, Business Purpose, Default Location, and a table for Enter Expense Lines. The table has columns for Select, Expense Type, Expense Date, Amount Spent, Currency, Payment Type, and Billing Type. The 'Add: New Expense' dropdown is open, and the 'OK' button is highlighted with a red box.

Step	Action
2.	Click the Expense Type list. 

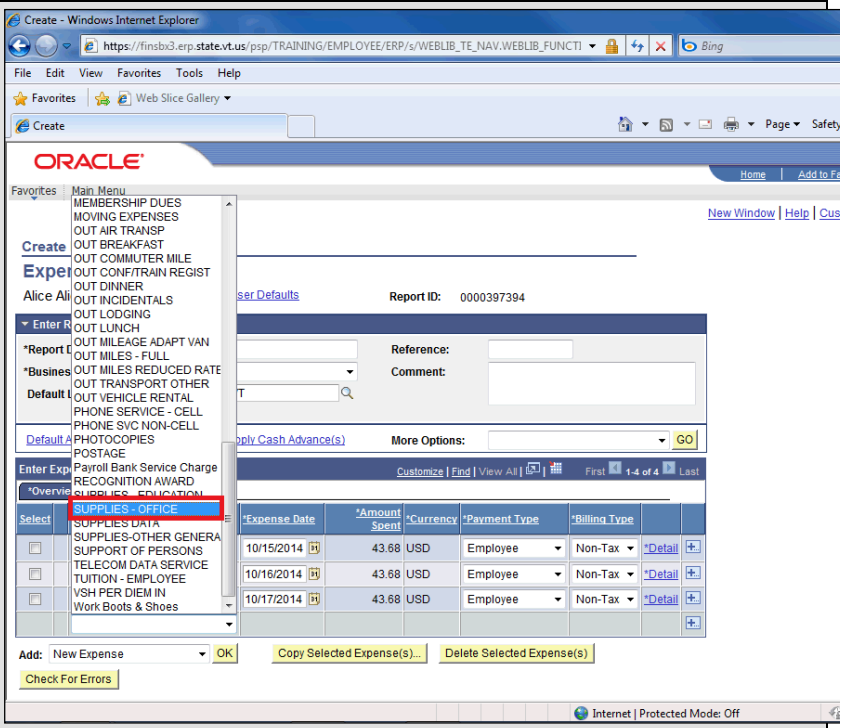



The screenshot shows the Oracle Expense Report Entry interface. The 'Expense Type' dropdown is open, and the 'OK' button is highlighted with a red box. The interface includes fields for Report Description, Business Purpose, Default Location, and a table for Enter Expense Lines. The table has columns for Select, Expense Type, Expense Date, Amount Spent, Currency, Payment Type, and Billing Type. The 'Expense Type' dropdown is open, and the 'OK' button is highlighted with a red box.

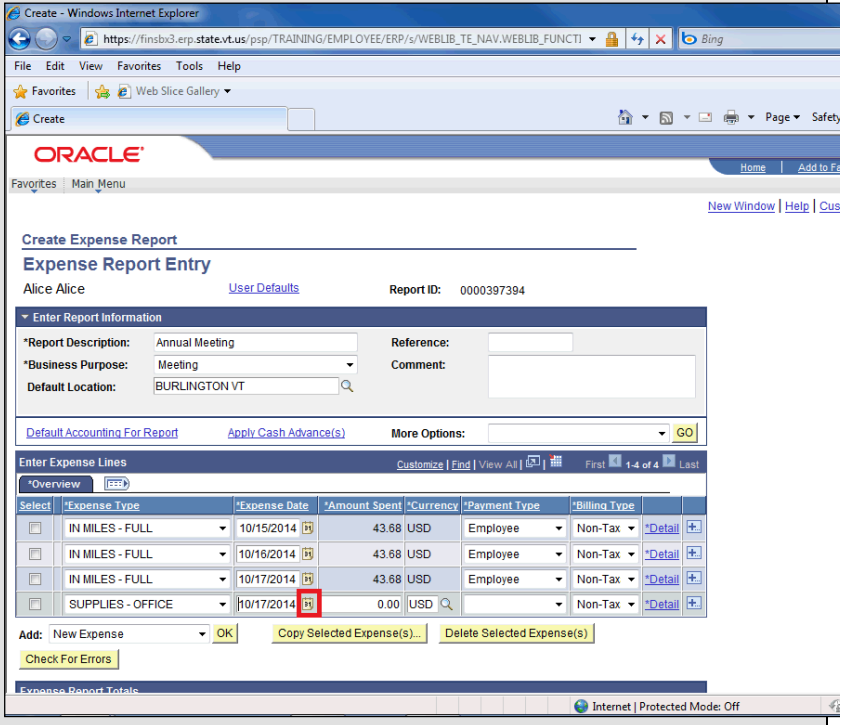
Step	Action
3.	<p>To find Supply expense types,</p> <p>Click the Down Arrow button of the scrollbar</p>



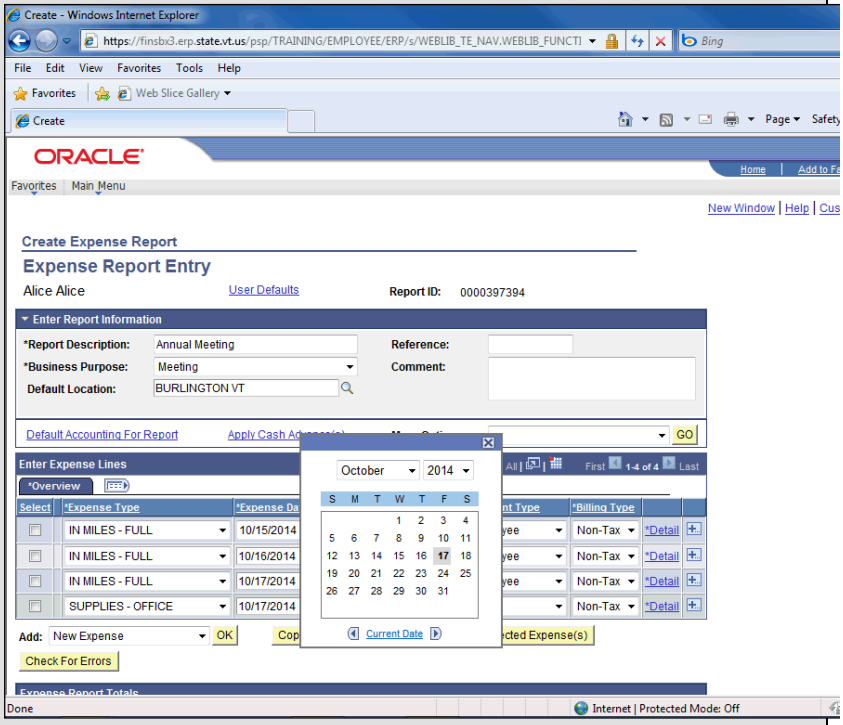
Step	Action
4.	<p>Click the SUPPLIES - OFFICE list item.</p>



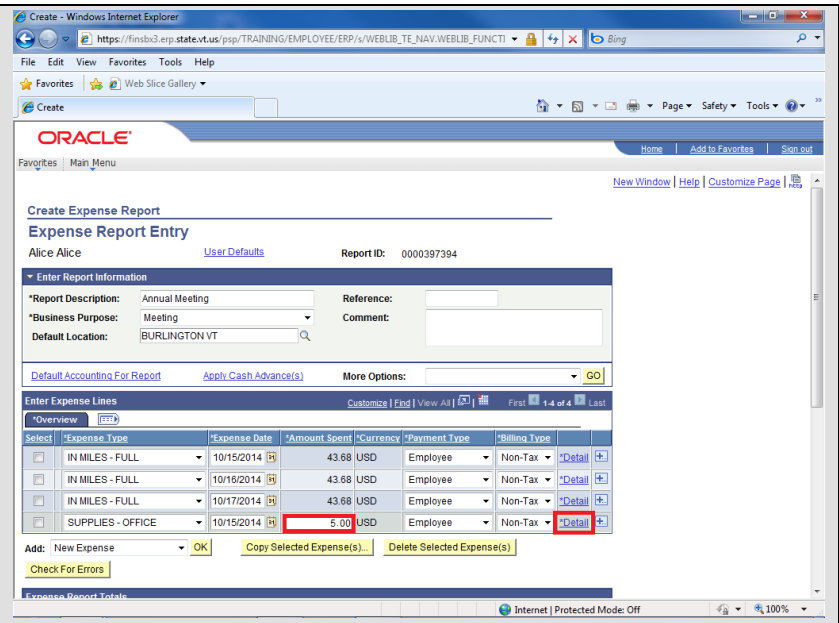
Step	Action
5.	<p>Enter the Expense date or select date using the calendar. To use the calendar,</p> <p>Click the Choose a date Calendar Icon button.</p> 



Step	Action
6.	<p>Click the desired date.</p>



Step	Action
7.	Enter the amount spent into the Amount Spent field.
Step	Action
8.	Click the Detail link. *Detail



Oracle Expense Report Entry

Alice Alice Report ID: 0000397394

Enter Report Information

*Report Description: Annual Meeting Reference:
 *Business Purpose: Meeting Comment:
 Default Location: BURLINGTON VT

Default Accounting For Report Apply Cash Advance(s) More Options: GO

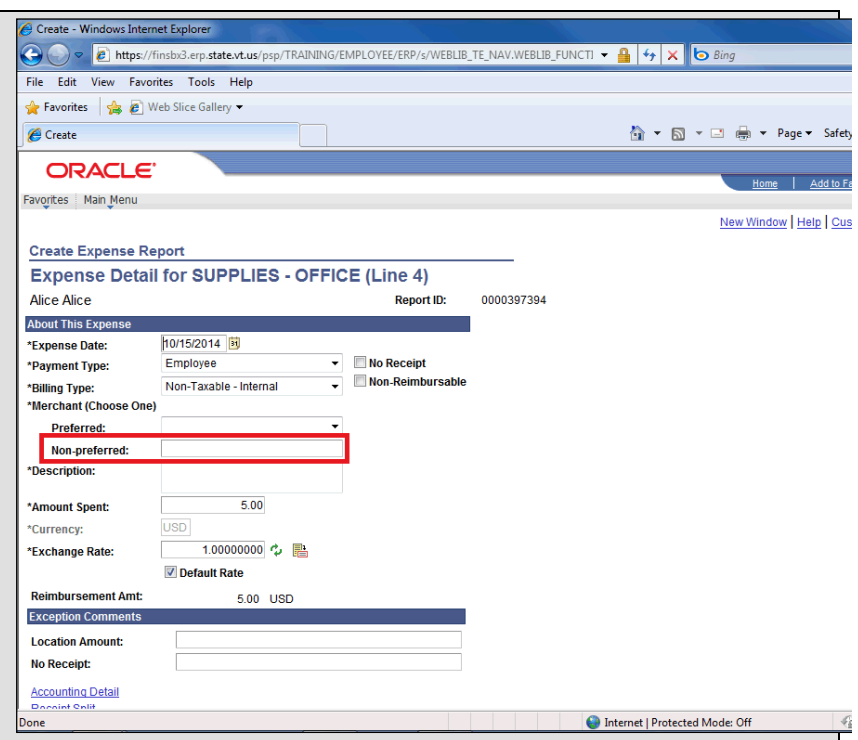
Enter Expense Lines

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type	
<input type="checkbox"/>	IN MILES - FULL	10/15/2014	43.68	USD	Employee	Non-Tax	*Detail
<input type="checkbox"/>	IN MILES - FULL	10/16/2014	43.68	USD	Employee	Non-Tax	*Detail
<input type="checkbox"/>	IN MILES - FULL	10/17/2014	43.68	USD	Employee	Non-Tax	*Detail
<input type="checkbox"/>	SUPPLIES - OFFICE	10/15/2014	5.00	USD	Employee	Non-Tax	*Detail

Add: New Expense OK Copy Selected Expense(s) Delete Selected Expense(s)

Check For Errors

Step	Action
9.	NOTE: The State of Vermont doesn't list Preferred Merchants. Enter the vendor the supplies were purchased from into the Non-preferred field.



Oracle Expense Report

Expense Detail for SUPPLIES - OFFICE (Line 4)

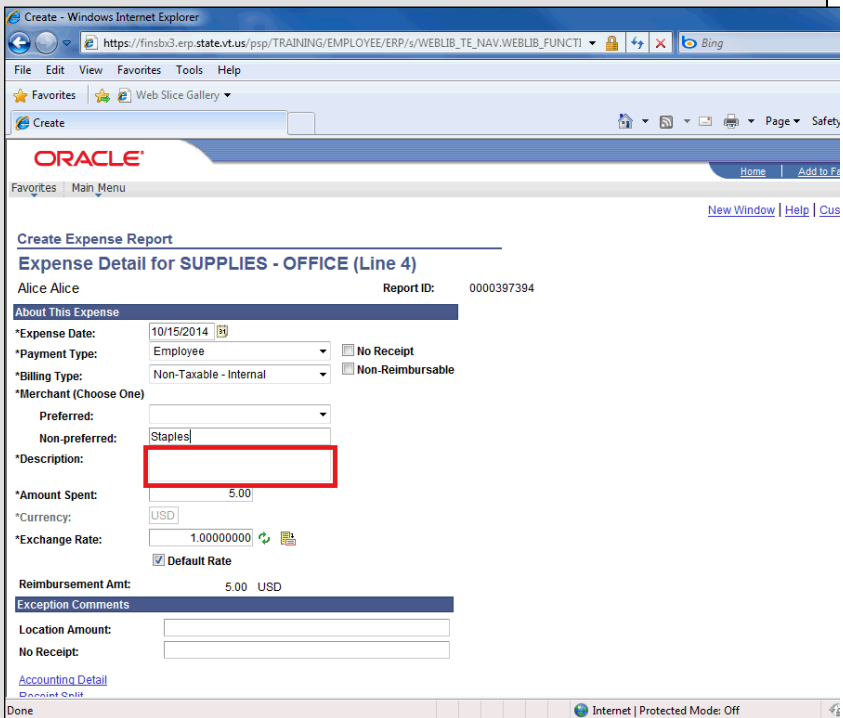
Alice Alice Report ID: 0000397394

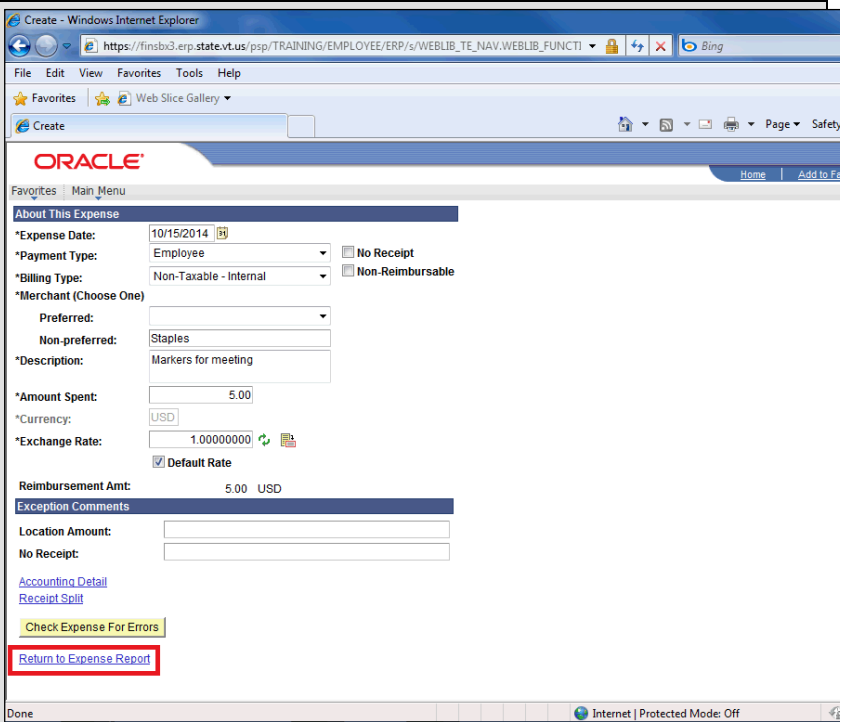
About This Expense

*Expense Date: 10/15/2014
 *Payment Type: Employee
 *Billing Type: Non-Taxable - Internal
 *Merchant (Choose One)
 Preferred:
 Non-preferred:
 *Description:
 *Amount Spent: 5.00
 *Currency: USD
 *Exchange Rate: 1.00000000
 Reimbursement Amt: 5.00 USD

Exception Comments

Location Amount:
 No Receipt:
 Accounting Detail

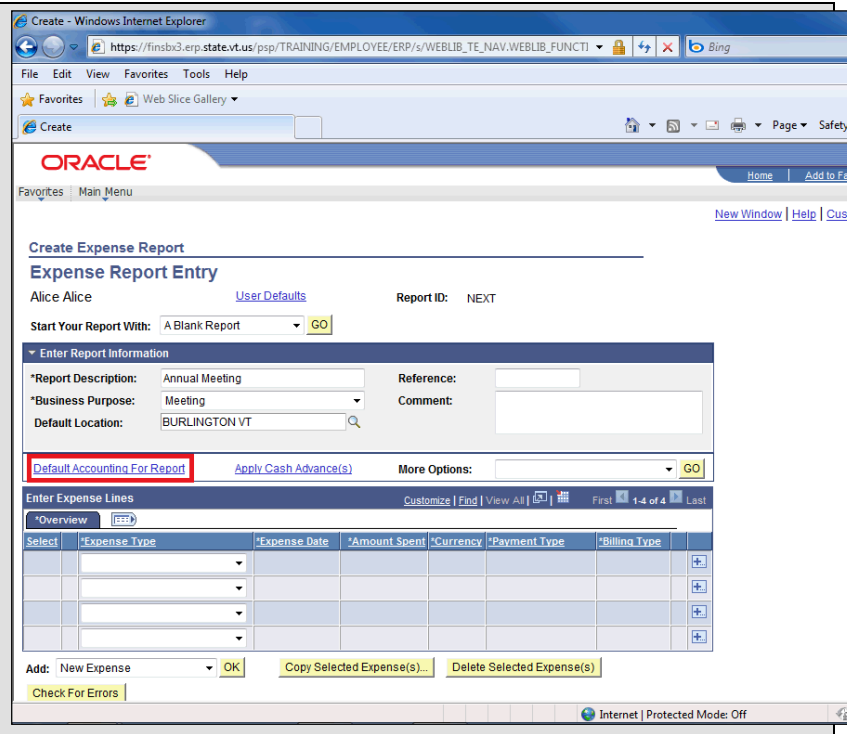
Step	Action	
10.	Enter a description of what supplies were purchased into the Description field.	 <p>The screenshot shows the Oracle Expense Report form. The 'Description' field is highlighted with a red box. The form includes fields for Expense Date (10/15/2014), Payment Type (Employee), Billing Type (Non-Taxable - Internal), Merchant (Staples), Amount Spent (5.00), Currency (USD), and Exchange Rate (1.00000000). The Reimbursement Amt is 5.00 USD.</p>

Step	Action	
11.	<p>Click the Return to Expense Report link.</p> <p>Return to Expense Report</p> <p>You might have to scroll down the screen if you don't see the link.</p>	 <p>The screenshot shows the Oracle Expense Report form. The 'Return to Expense Report' link is highlighted with a red box. The form includes fields for Expense Date (10/15/2014), Payment Type (Employee), Billing Type (Non-Taxable - Internal), Merchant (Staples), Amount Spent (5.00), Currency (USD), and Exchange Rate (1.00000000). The Reimbursement Amt is 5.00 USD. The 'Description' field is filled with 'Markers for meeting'.</p>

Change default accounting for report

If you have split funding or your accounting information is going to be different than your default accounting, it can be changed by clicking on the Default Accounting For Report link. This will need to be done prior to adding any expense lines.

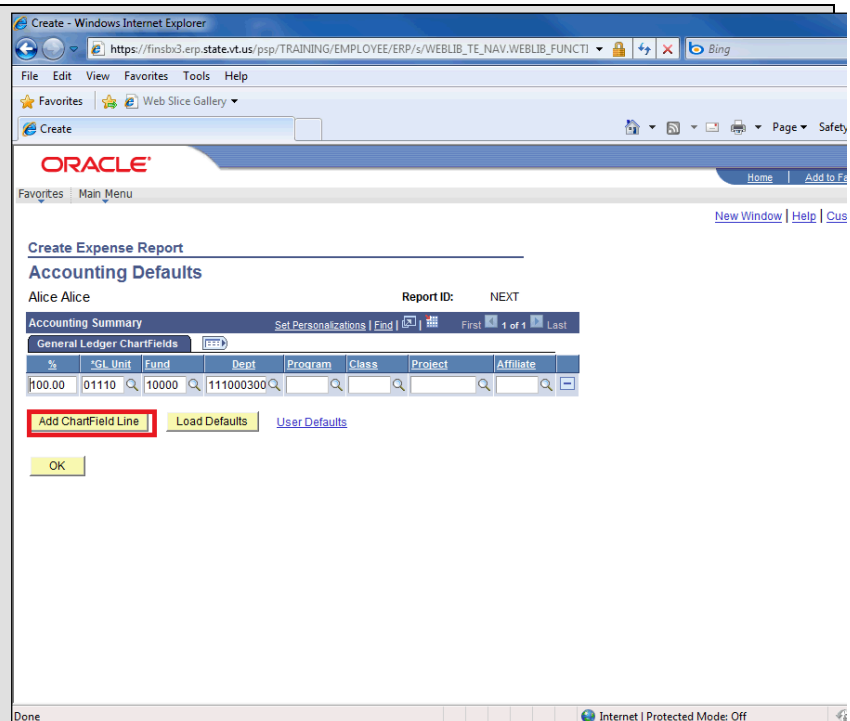
Step	Action
1.	Click the Default Accounting For Report link. Default Accounting For Report



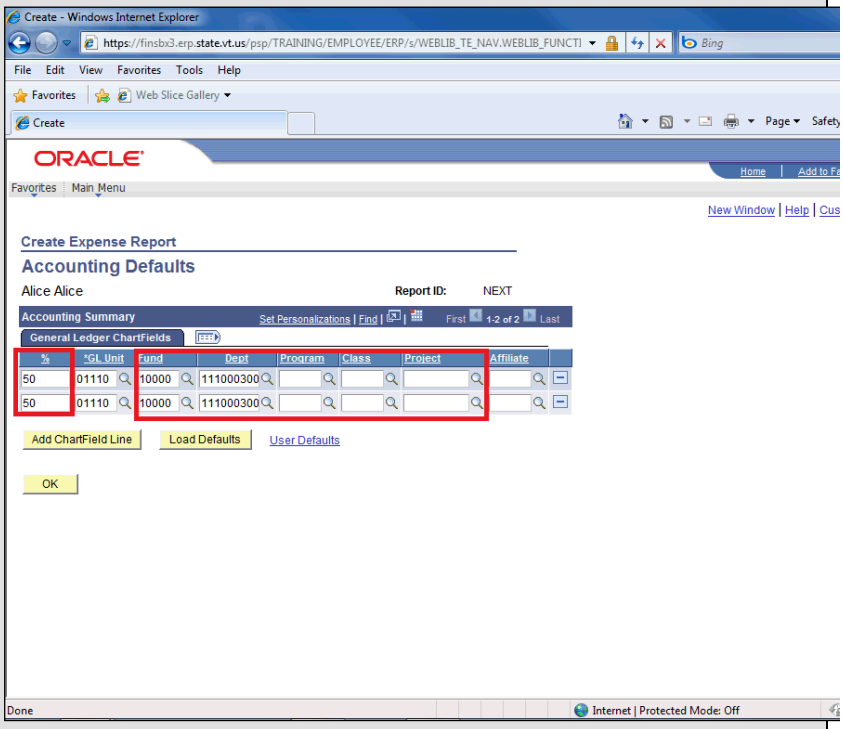
The screenshot shows the Oracle Expense Report Entry interface. The 'Default Accounting For Report' link is highlighted in a red box. Below it, the 'Enter Expense Lines' section is visible, showing a table with columns for Expense Type, Expense Date, Amount Spent, Currency, Payment Type, and Billing Type. The 'Add' button is also visible.

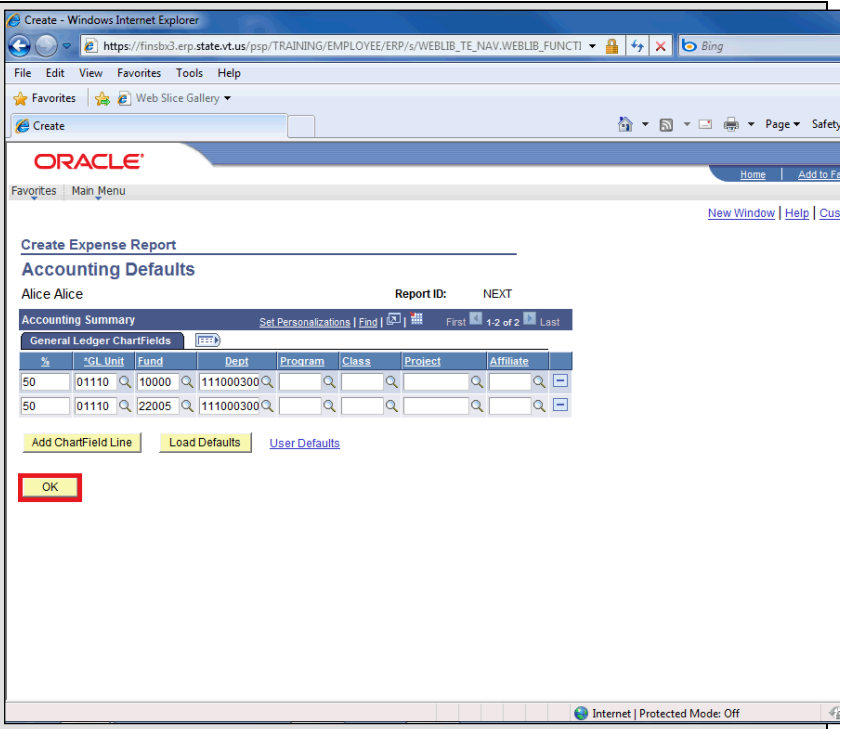
Step	Action
2.	NOTE: The GL unit should never be changed. To add another chartfield line, Click the Add Chartfield Line button.

Add ChartField Line



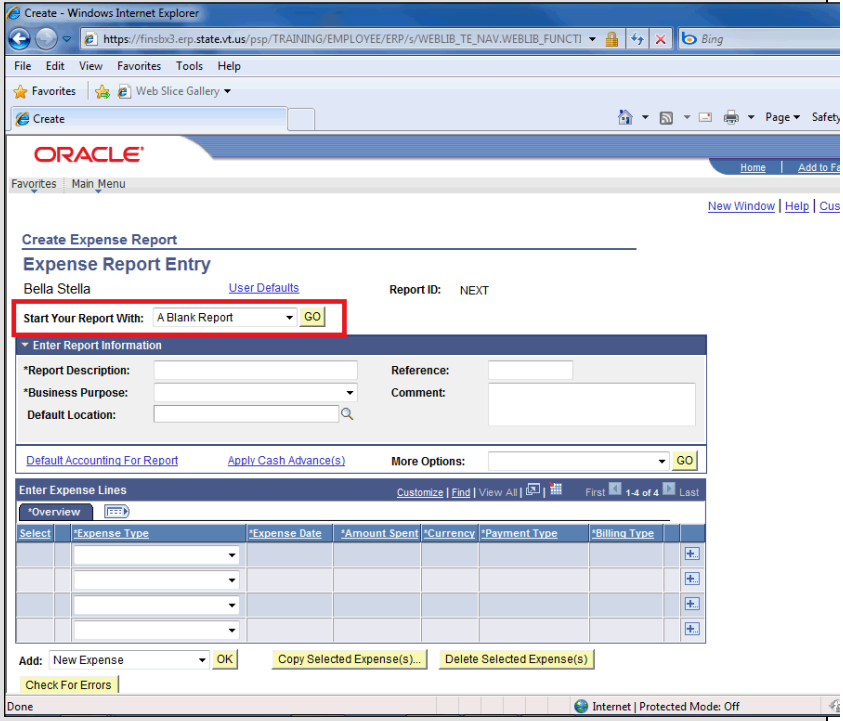
The screenshot shows the Oracle Accounting Defaults interface. The 'Add ChartField Line' button is highlighted in a red box. Below it, the 'General Ledger ChartFields' table is visible, showing columns for %GL Unit, Fund, Dept, Program, Class, Project, and Affiliate. The 'Add' button is also visible.

Step	Action	
3.	Update the percentage and chartfield information for the first line	
Step	Action	
4.	Update the percentage and chartfield information for the second line	

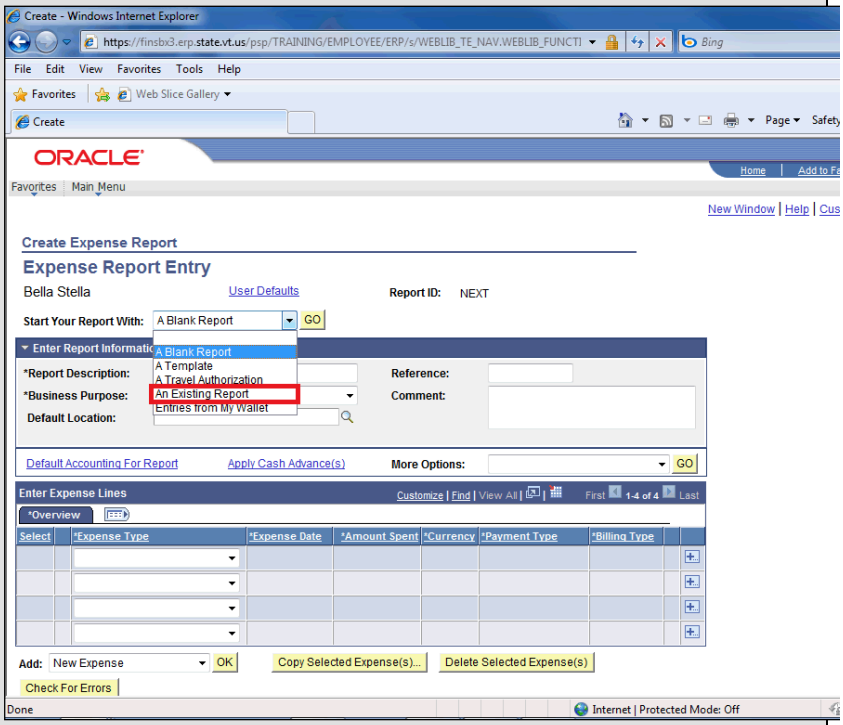
Step	Action	
5.	Click the OK button.	


Copy an Expense report / Start from Existing Report

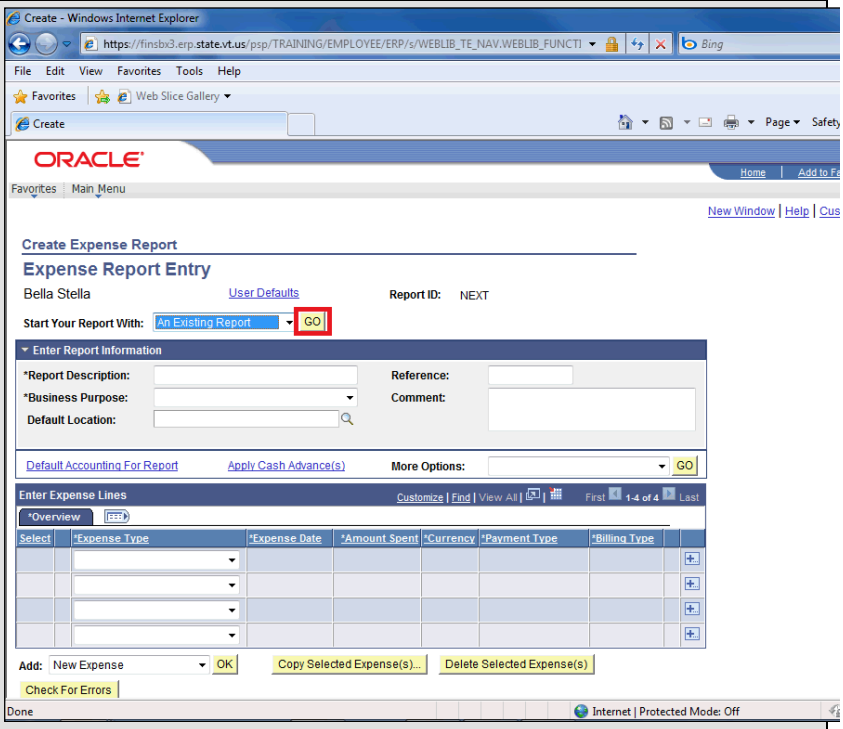
Step	Action
1.	<p>Starting a report from an existing report will copy forward the information from a prior report. This can save time when entering expenses.</p> <p>Reminder: If a Travel Authorization was created for the trip, the report must be started from the Travel Authorization.</p> <p>Click the Start Your Report With list.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">A Blank Report ▼</div>

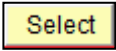


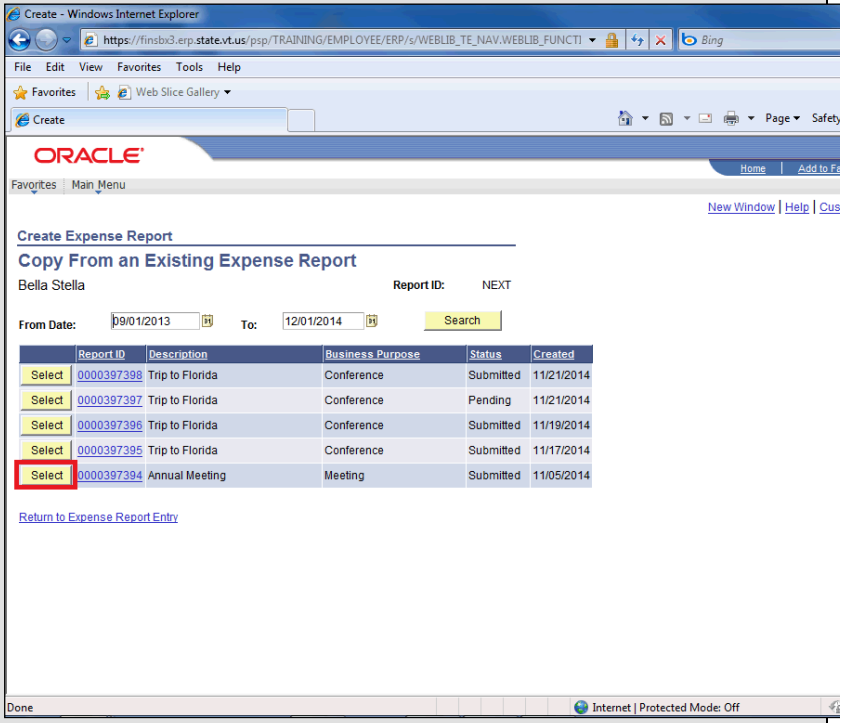
Step	Action
2.	<p>Click the An Existing Report list item.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">An Existing Report</div>



Step	Action
3.	<p>Click the GO button.</p> 

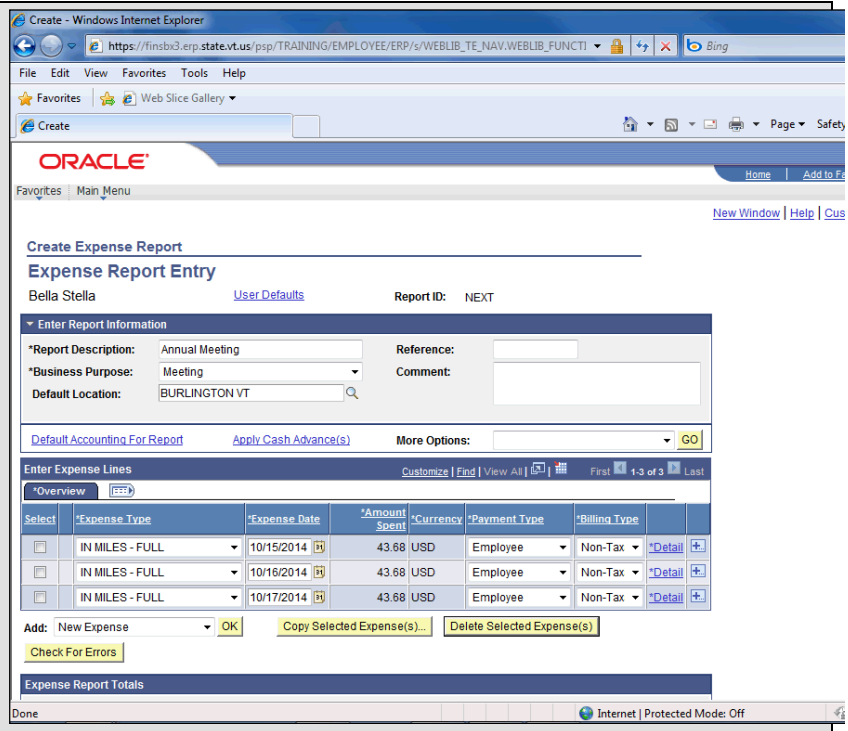


Step	Action
4.	<p>Click the Select button next to the report you want to start from.</p> <p>If you don't see the report you are looking for, it might be necessary to adjust the date range to include the report.</p> 



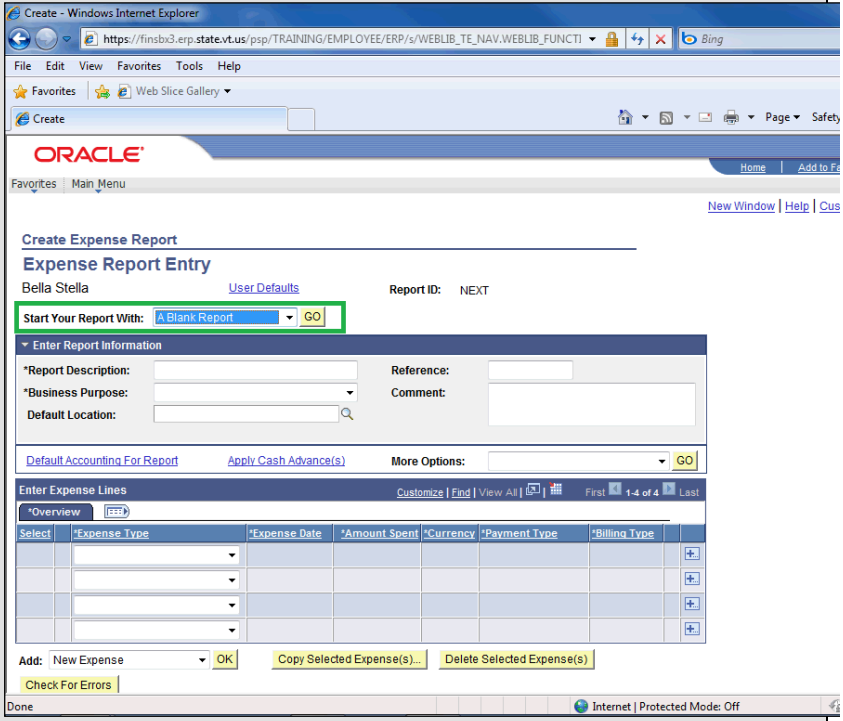
Report ID	Description	Business Purpose	Status	Created
Select 0000397398	Trip to Florida	Conference	Submitted	11/21/2014
Select 0000397397	Trip to Florida	Conference	Pending	11/21/2014
Select 0000397396	Trip to Florida	Conference	Submitted	11/19/2014
Select 0000397395	Trip to Florida	Conference	Submitted	11/17/2014
Select 0000397394	Annual Meeting	Meeting	Submitted	11/05/2014

Step	Action
5.	<p>The information from the copied report will have carried forward and changes will need to be made to reflect the current expenses.</p> <p>Reminder: Saving frequently is important when entering expenses.</p>

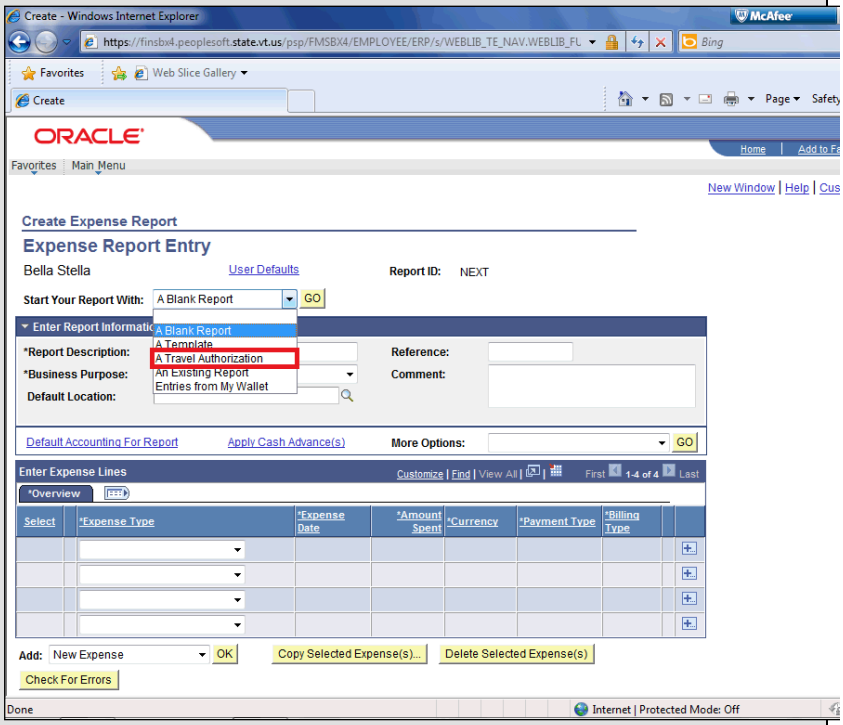



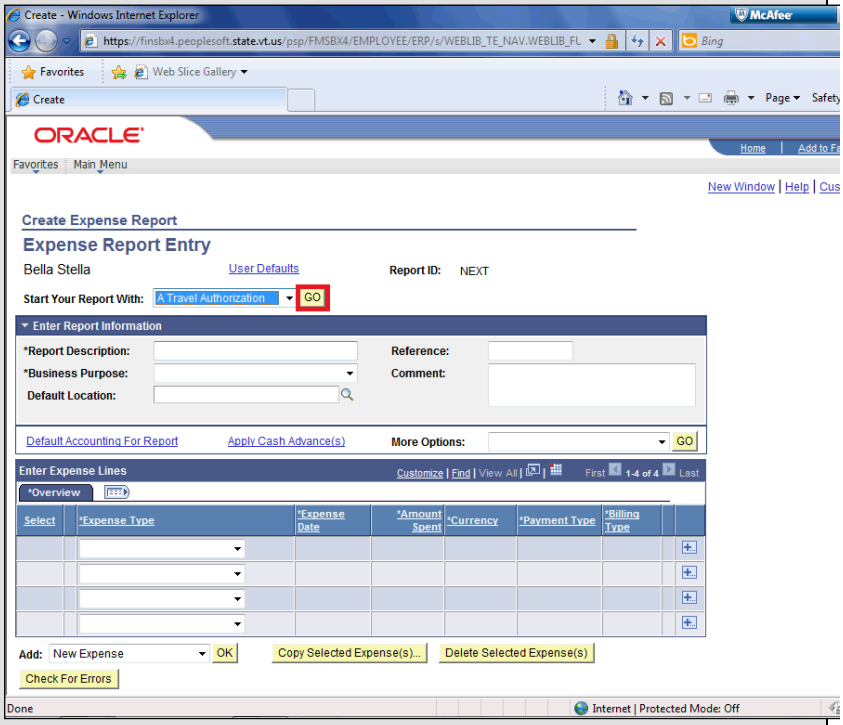
Start Expense Report from a Travel Authorization

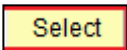
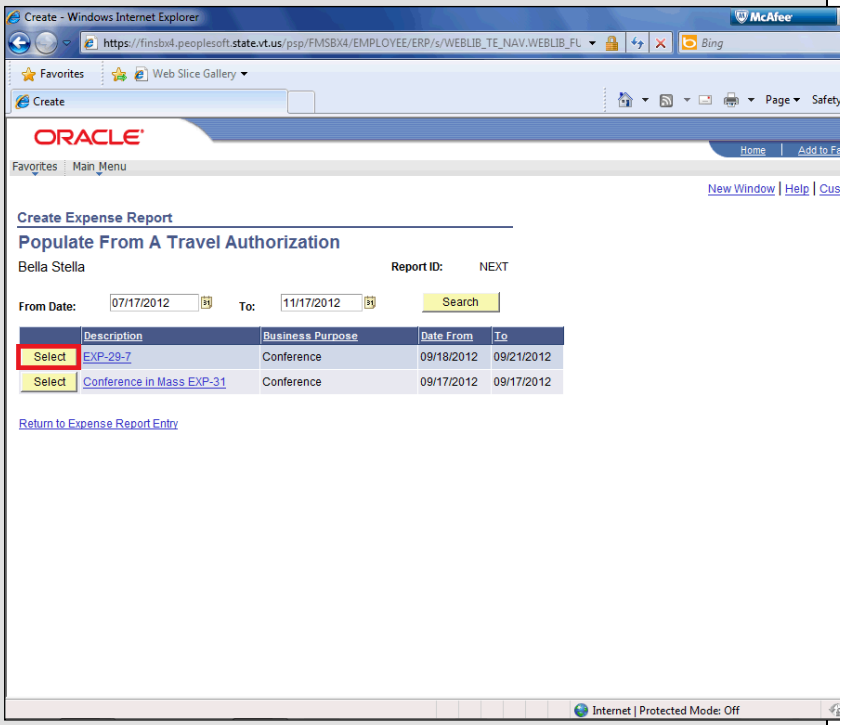
Step	Action
1.	<p>When a Travel Authorization was created for a trip, the report must be started from the Travel Authorization.</p> <p>Click the Start Your Report With list.</p> <p>A Blank Report</p>



Step	Action
2.	<p>Click the A Travel Authorization list item.</p> <p>A Travel Authorization</p>



Step	Action	
3.	Click the GO button. 	

Step	Action	
4.	Click the Select button next to the Travel Authorization associated with this Expense Report. If you don't see the Travel Authorization you are looking for, it might be necessary to adjust the date range to include the Travel Authorization. 	

Step	Action
5.	<p>The Travel Auth ID appears in the bottom right corner of the Enter Report Information box. The Expense Report is populated with the data from the Travel Authorization.</p> <p>NOTE: It is best to save for later and then make any necessary changes.</p>

Create - Windows Internet Explorer

https://fmsbx4.peoplesoft.state.vt.us/psp/FMSBX4/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FL_

McAfee

Bing

Web Slice Gallery

Create

Page

Safety

Home

Add to Favorites

Oracle

Favorites

Main Menu

New Window

Help

Cus

Create Expense Report

Expense Report Entry

Bella Stella

User Defaults

Report ID: NEXT

Enter Report Information

Report Description: EXP-29-7

Reference:

Business Purpose: Conference

Comment:

Default Location: FLORIDA

Travel Auth ID: 0000000026

Default Accounting For Report

Apply Cash Advance(s)

More Options:

Go

Enter Expense Lines

Customize

Find

View All

First

1-7 of 7

Last

Overview

EXP

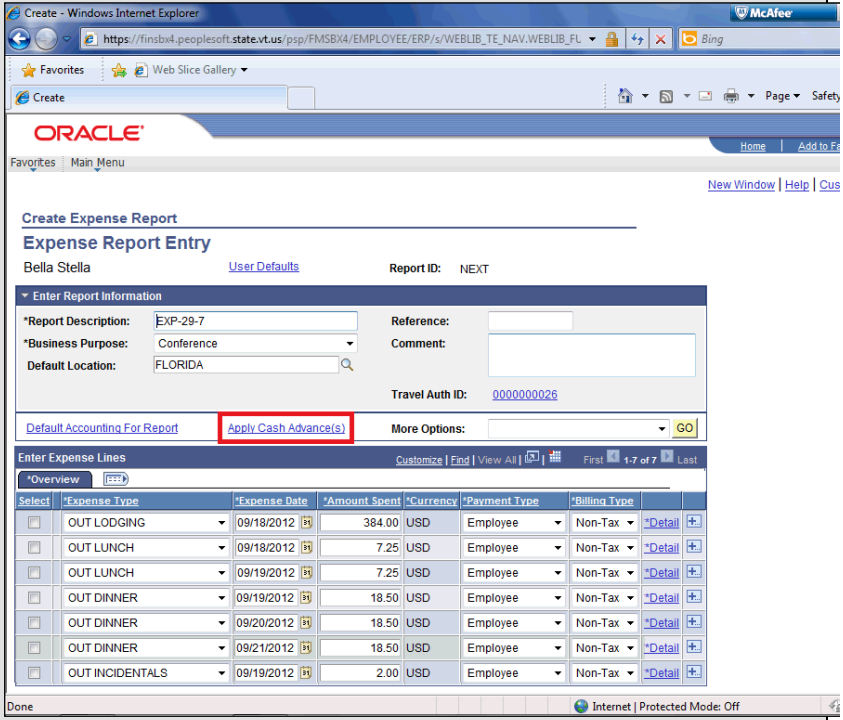
Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type	
<input type="checkbox"/>	OUT LODGING	09/18/2012	384.00	USD	Employee	Non-Tax	*Detail
<input type="checkbox"/>	OUT LUNCH	09/18/2012	7.25	USD	Employee	Non-Tax	*Detail
<input type="checkbox"/>	OUT LUNCH	09/19/2012	7.25	USD	Employee	Non-Tax	*Detail
<input type="checkbox"/>	OUT DINNER	09/19/2012	18.50	USD	Employee	Non-Tax	*Detail
<input type="checkbox"/>	OUT DINNER	09/20/2012	18.50	USD	Employee	Non-Tax	*Detail
<input type="checkbox"/>	OUT DINNER	09/21/2012	18.50	USD	Employee	Non-Tax	*Detail
<input type="checkbox"/>	OUT INCIDENTALS	09/19/2012	2.00	USD	Employee	Non-Tax	*Detail


Done

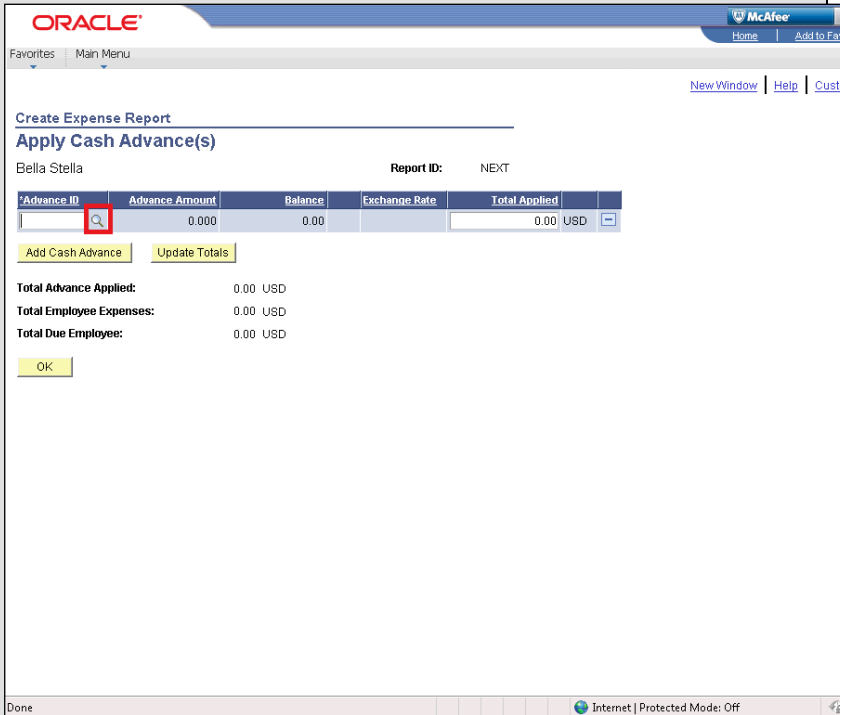
Internet | Protected Mode: Off

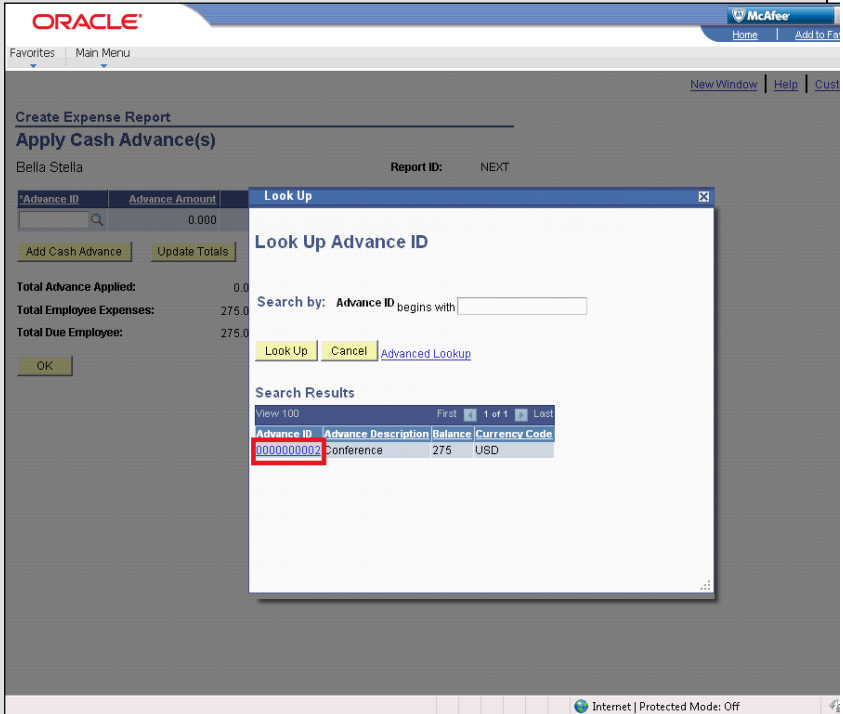
Apply a Cash Advance

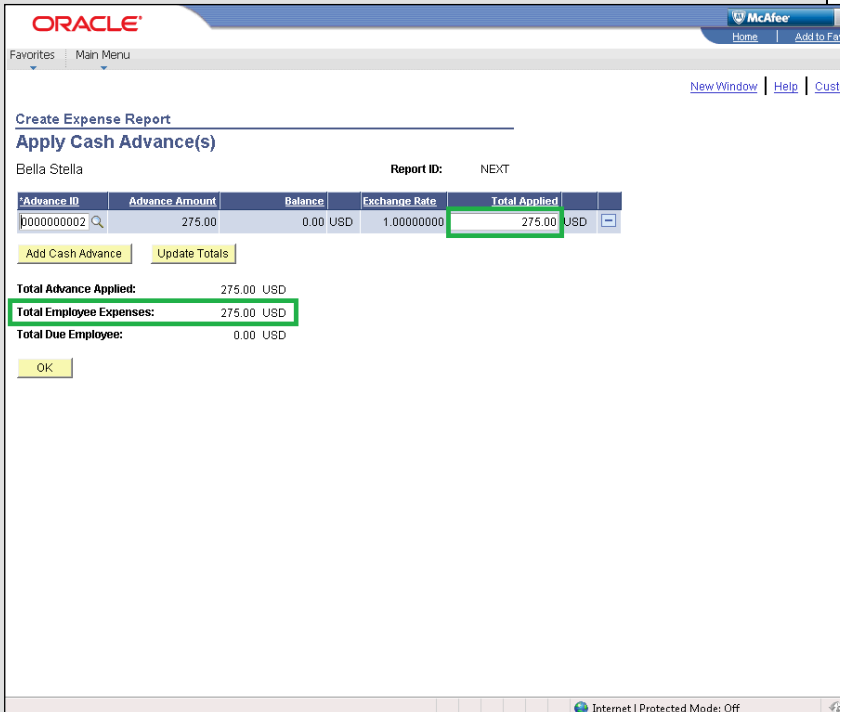
Step	Action
1.	<p>To choose a cash advance to apply,</p> <p>Click the Apply Cash Advance link</p> <p>Apply Cash Advance(s)</p>

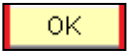


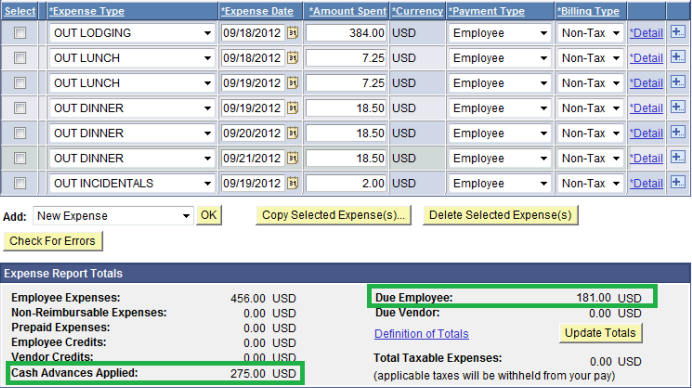
Step	Action
2.	<p>Click the Look up Advance ID button.</p> <p></p>



Step	Action	
3.	Select the Cash Advance that was created from the Travel Authorization that was populated to the Expense Report	 <p>The screenshot shows the Oracle 'Apply Cash Advance(s)' interface. A 'Look Up' dialog box is open, displaying search results for 'Advance ID'. The result '0000000002' is highlighted in red. The background interface shows the 'Total Advance Applied' as 0.0, 'Total Employee Expenses' as 275.0, and 'Total Due Employee' as 275.0.</p>

Step	Action	
4.	<p>To apply a lower amount, enter that amount in the Total Applied field. The amount applied can't be more than the Total Employee Expenses or the cash advance amount.</p> <p>NOTE: See your department Expense Coordinator if you still have a balance on the cash advance after it is applied.</p>	 <p>The screenshot shows the Oracle 'Apply Cash Advance(s)' interface. The 'Total Applied' field is highlighted in green, showing a value of 275.00 USD. The 'Total Employee Expenses' field is also highlighted in green, showing 275.00 USD. The 'Total Advance Applied' is 275.00 USD, and the 'Total Due Employee' is 0.00 USD.</p>


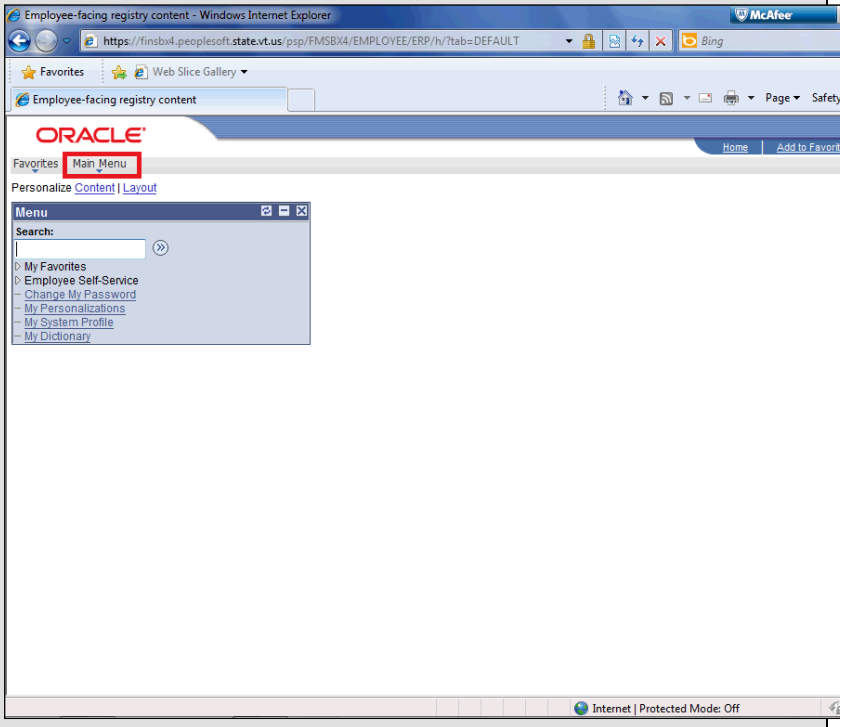
Step	Action	
5.	Click the OK button.	

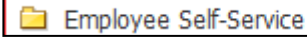
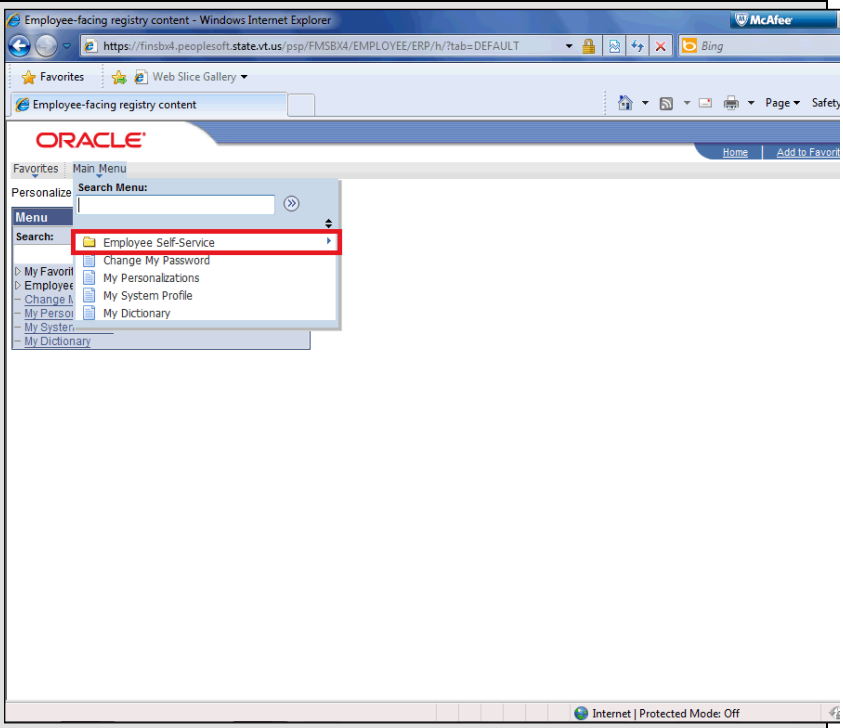
Step	Action	
6.	The Expense Report totals are updated to reflect the cash advance amount applied and the total that is due to the employee.	

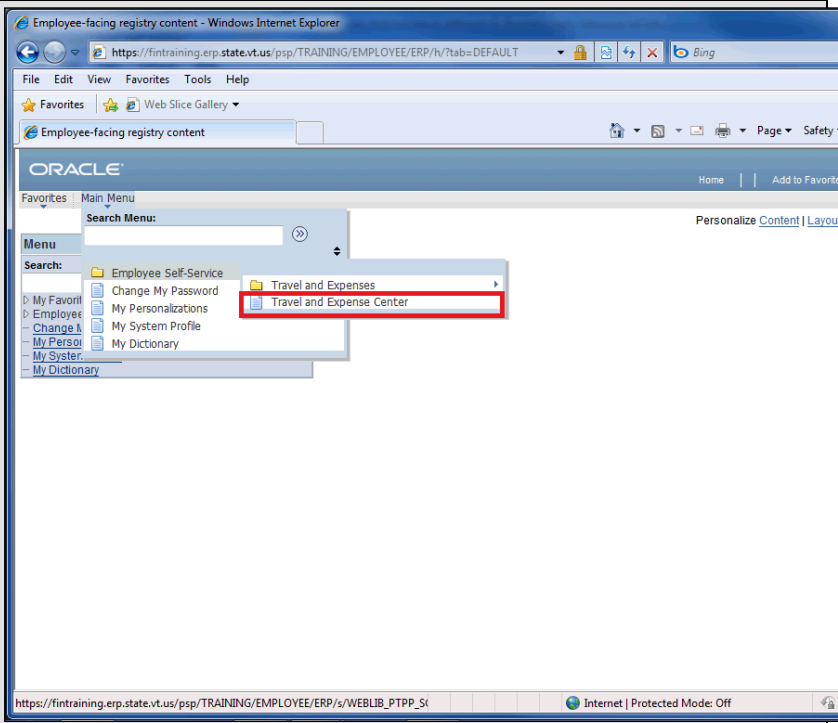
Modify an Expense Report

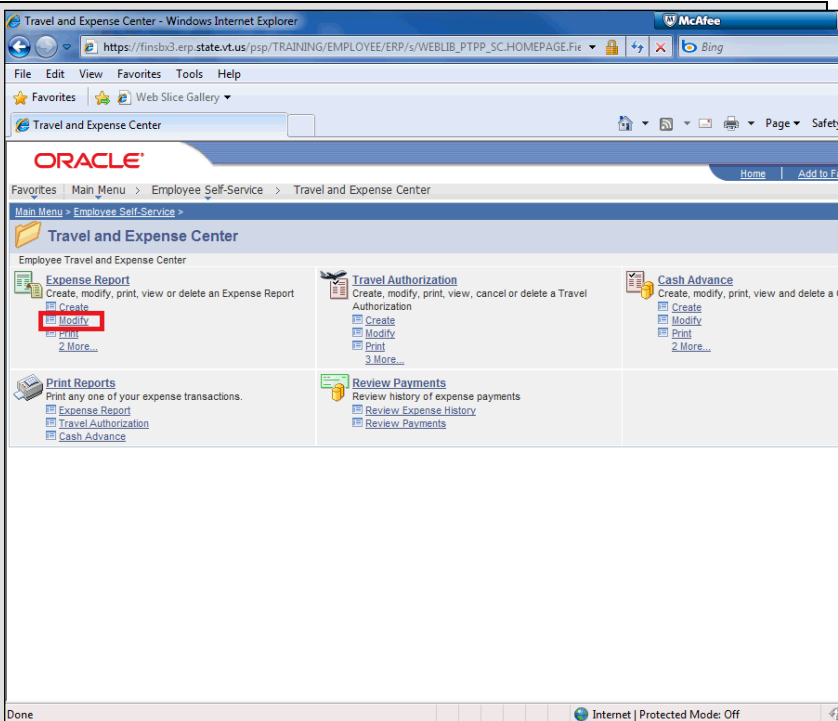
An Expense Report can be modified if it has been saved for later or sent back for revision.

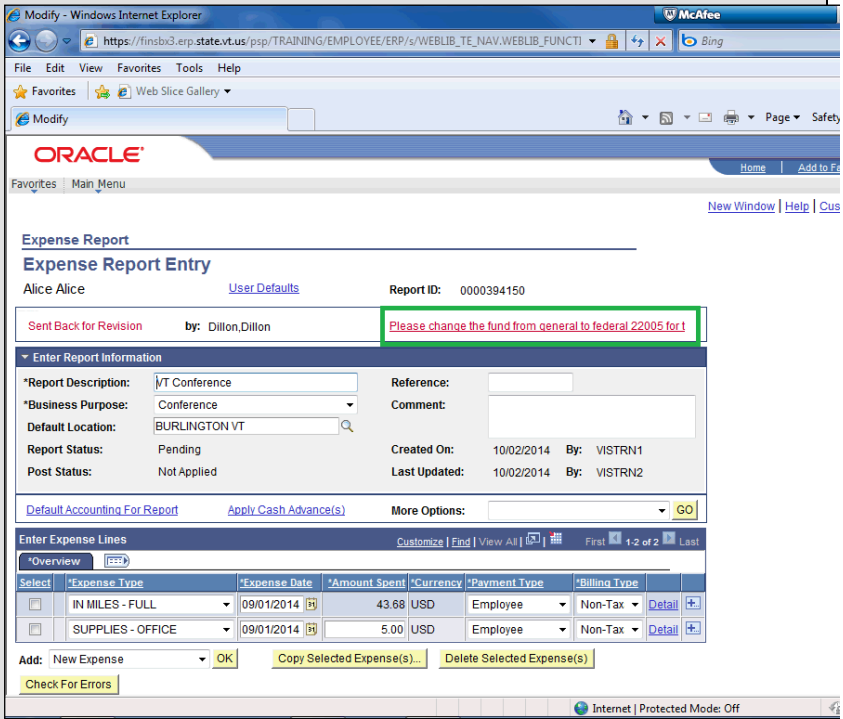
Please refer to Bulletin 3.4 (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Expense Reports.

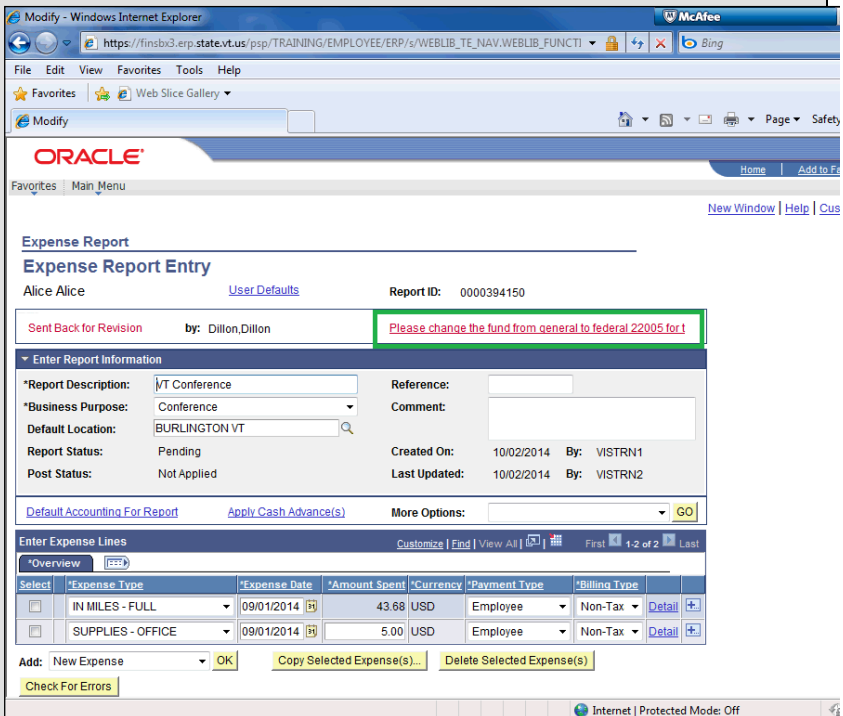
Step	Action	
1.	Click the Main Menu button. 	 A screenshot of a web browser window showing the Oracle HR system's Main Menu. The browser address bar shows 'https://finsbx4.peoplesoft.state.vt.us/psp/FMSBX4/EMPLOYEE/ERP/h/?tab=DEFAULT'. The Oracle logo is at the top. Below it, there's a 'Main Menu' button highlighted with a red box. A dropdown menu is visible, showing options like 'My Favorites', 'Employee Self-Service', 'Change My Password', 'My Personalizations', 'My System Profile', and 'My Dictionary'.

Step	Action	
2.	Click the Employee Self-Service menu. 	 A screenshot of the same Oracle HR system web browser window. The 'Main Menu' button is still highlighted with a red box. The dropdown menu is expanded, and the 'Employee Self-Service' option is highlighted with a red box. The other options in the menu are still visible.

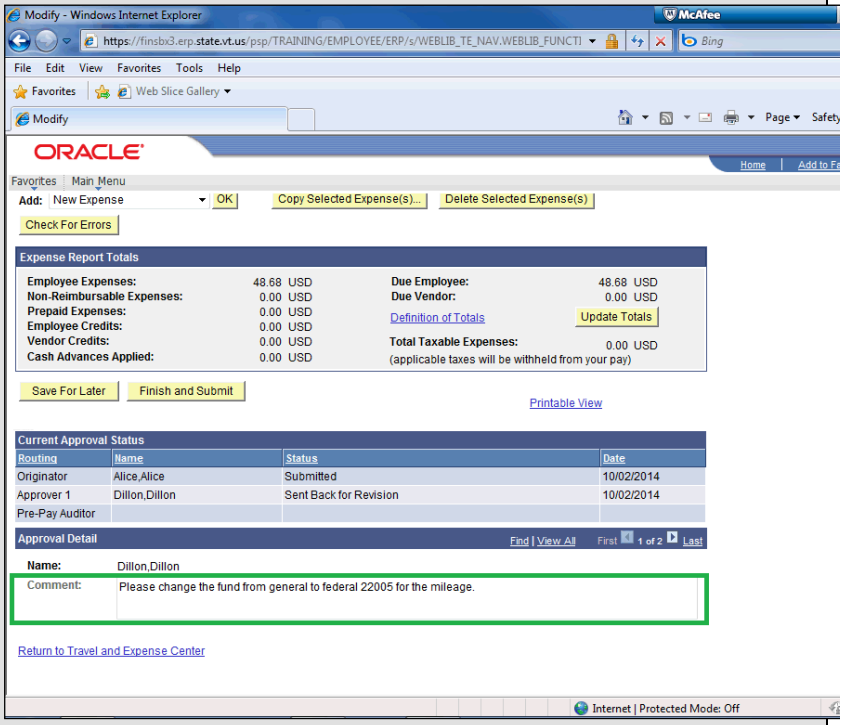
Step	Action
3.	<p>Click the Travel and Expense Center menu.</p> 

Step	Action
4.	<p>Under the Expense Report menu,</p> <p>Click the Modify link.</p> 

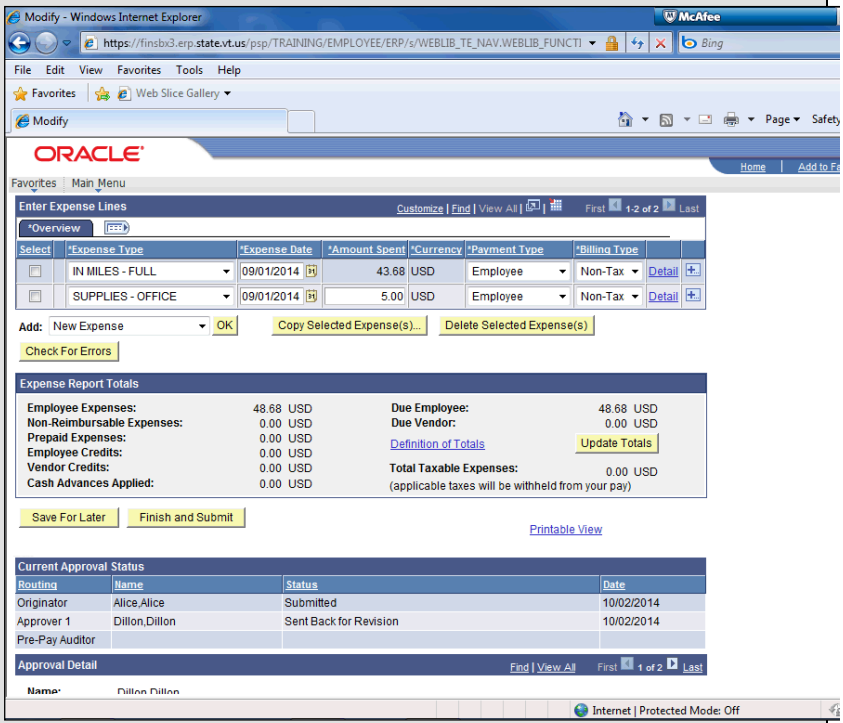
Step	Action	
5.	<p>If there is more than one report in the "pending" status, you will need to choose the report you wish to make adjustments to.</p> <p>For this example there was only one pending report so it brought us right into the report.</p>	

Step	Action	
6.	<p>A comment is required when sending a report back for revision and it will show part of the comment at the top of the report.</p> <p>To see the entire comment, Click the Comment link.</p>	


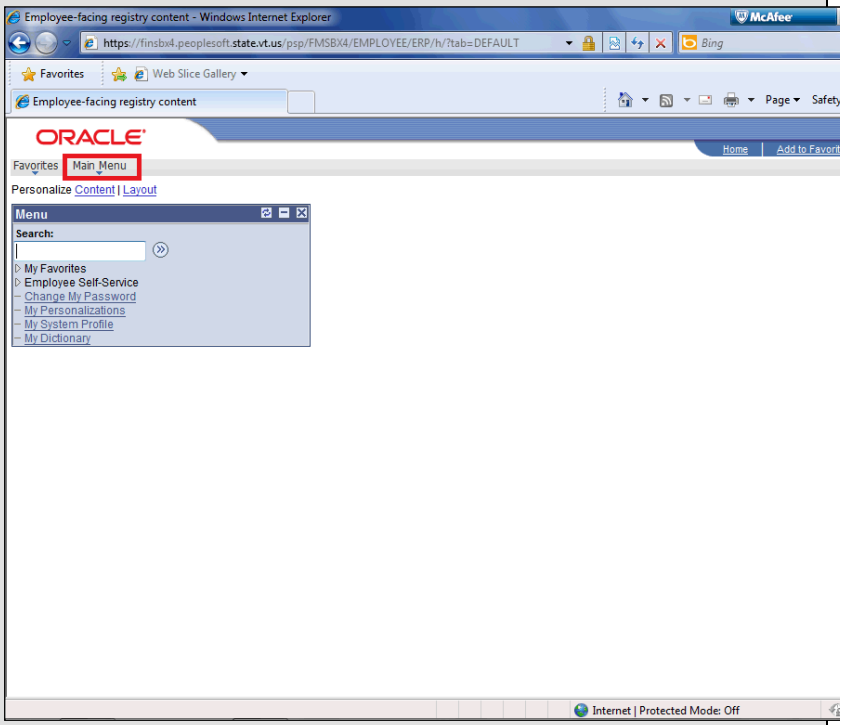
Step	Action
7.	Review the comment to see what changes need to be made to the report.


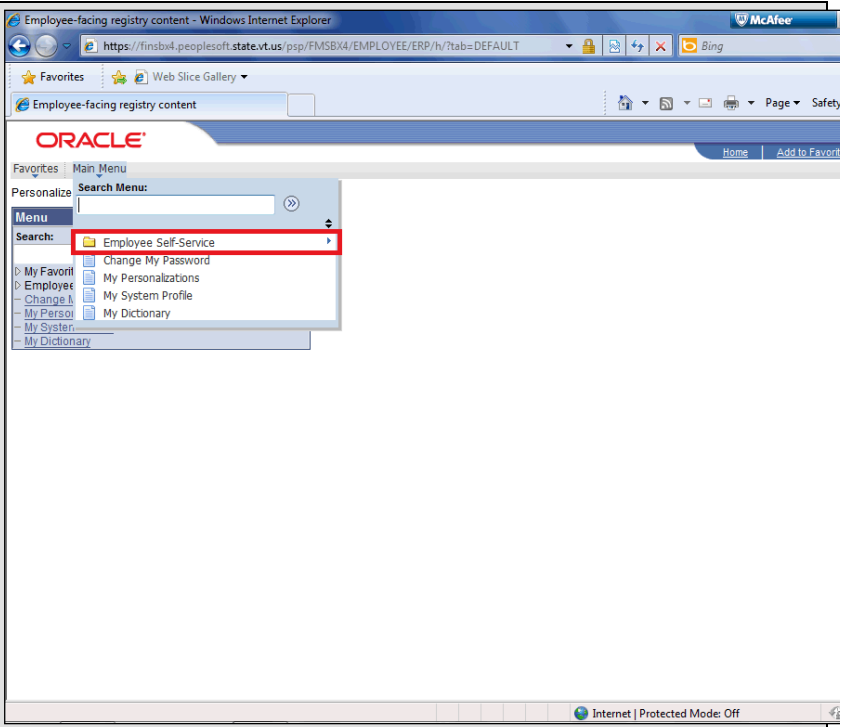


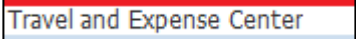
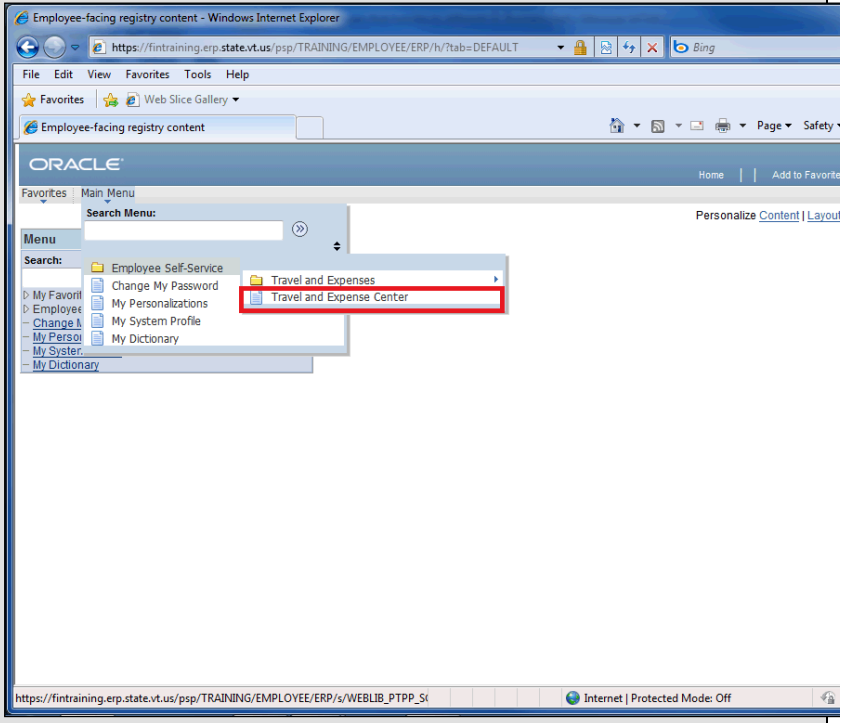
Step	Action
8.	Changes can be made to the expense report like you would if you were entering the report. See entering expenses for more instruction. If an expense type needs to be changed, the line will need to be deleted and reentered with the correct expense type.


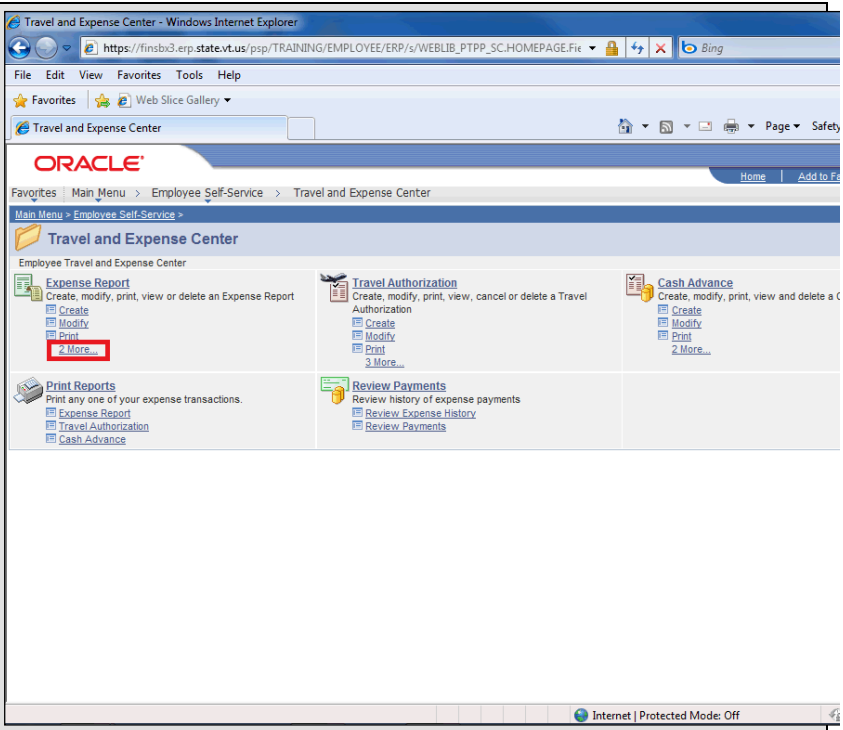



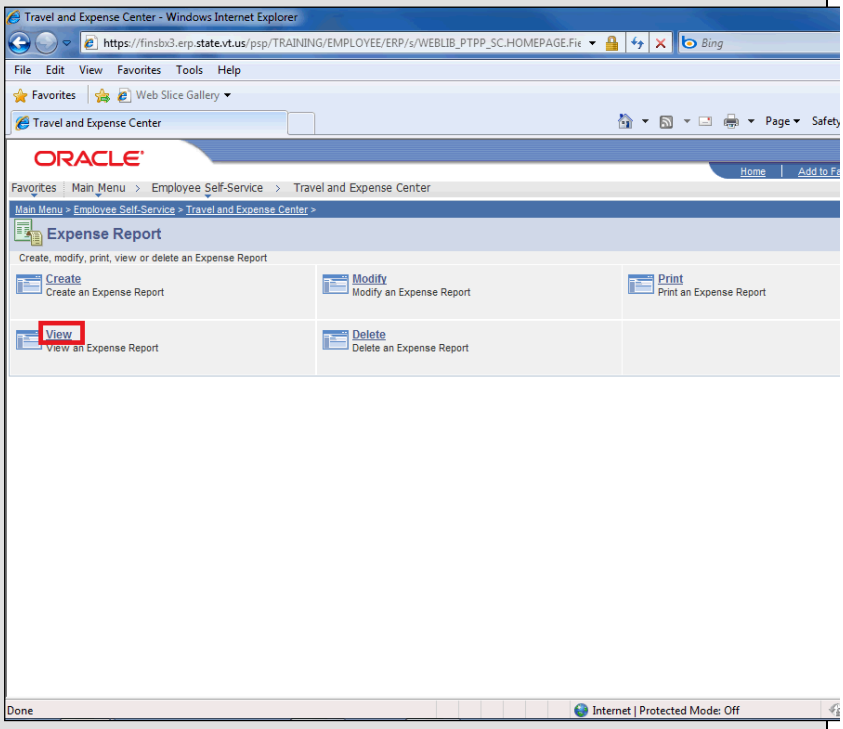
View Expense Reports

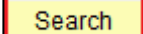
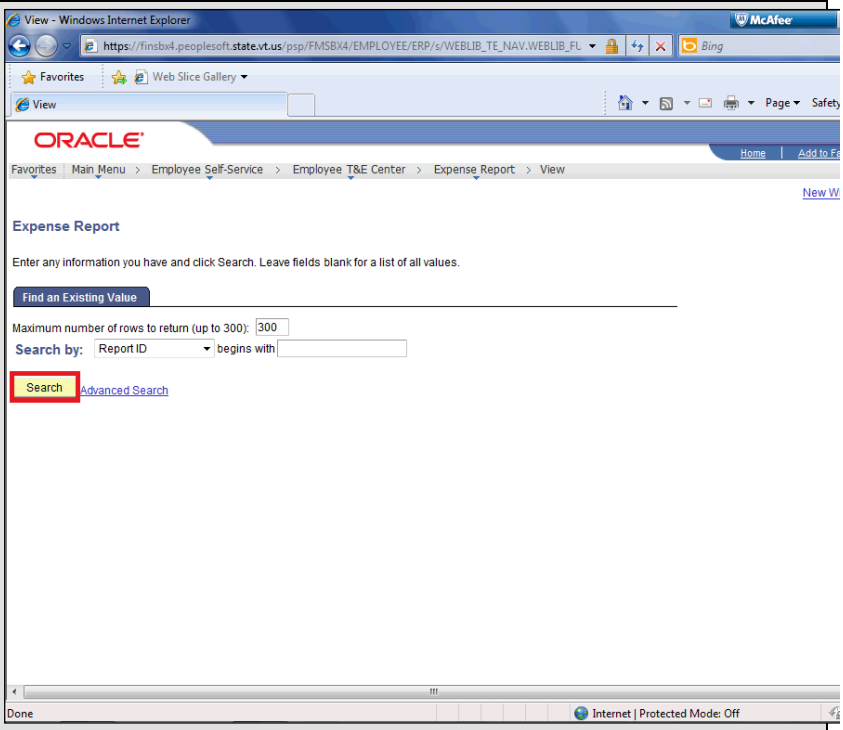
Step	Action	
1.	Click the Main Menu button. 	

Step	Action	
2.	Click on Employee Self-Service . 	

Step	Action	
3.	Click the Travel and Expense Center link. 	 <p>The screenshot shows the Oracle Employee Self-Service main menu. The 'Travel and Expense Center' link is highlighted in red in the left-hand menu. The browser address bar shows the URL: https://fintraining.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/h/?tab=DEFAULT.</p>

Step	Action	
4.	Click the 2 More... link. 	 <p>The screenshot shows the Oracle Travel and Expense Center page. The '2 More...' link is highlighted in red under the 'Expense Report' section. The browser address bar shows the URL: https://fintrbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC_HOMEPAGE.F1e.</p>

Step	Action	
5.	Click the View link. 	 <p>The screenshot shows the Oracle Expense Report page in a Windows Internet Explorer browser. The page title is "Travel and Expense Center - Windows Internet Explorer". The URL is "https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_PTTP_SC.HOMEPAGE.Fie". The page has a navigation bar with "Favorites", "Main Menu", "Employee Self-Service", and "Travel and Expense Center". Below the navigation bar, there is a section titled "Expense Report" with the instruction "Create, modify, print, view or delete an Expense Report". There are five buttons: "Create" (Create an Expense Report), "Modify" (Modify an Expense Report), "Print" (Print an Expense Report), "View" (View an Expense Report), and "Delete" (Delete an Expense Report). The "View" button is highlighted with a red box.</p>

Step	Action	
6.	<p>If you know the expense report # it can be entered here. To view all expenses click the Search button.</p>  <p>Note: The system will return a maximum of 300. If you have more than that amount the advanced search link next to the Search button can be used to narrow down to a date range.</p>	 <p>The screenshot shows the Oracle Expense Report search page in a Windows Internet Explorer browser. The page title is "View - Windows Internet Explorer". The URL is "https://finsbx4.peoplesoft.state.vt.us/psp/FMSBX4/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FL". The page has a navigation bar with "Favorites", "Main Menu", "Employee Self-Service", "Employee T&E Center", "Expense Report", and "View". Below the navigation bar, there is a section titled "Expense Report" with the instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button. Below that, there is a "Maximum number of rows to return (up to 300):" field with the value "300". There is a "Search by:" dropdown menu with "Report ID" selected and a "begins with" text box. There are two buttons: "Search" and "Advanced Search". The "Search" button is highlighted with a red box.</p>

Step	Action
7.	Select the Report Id you would like to view.

View - Windows Internet Explorer

https://finsbx4.peoplesoft.state.vt.us/psp/FMSBX4/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FL

Oracle

Home Add to Favorites

View

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

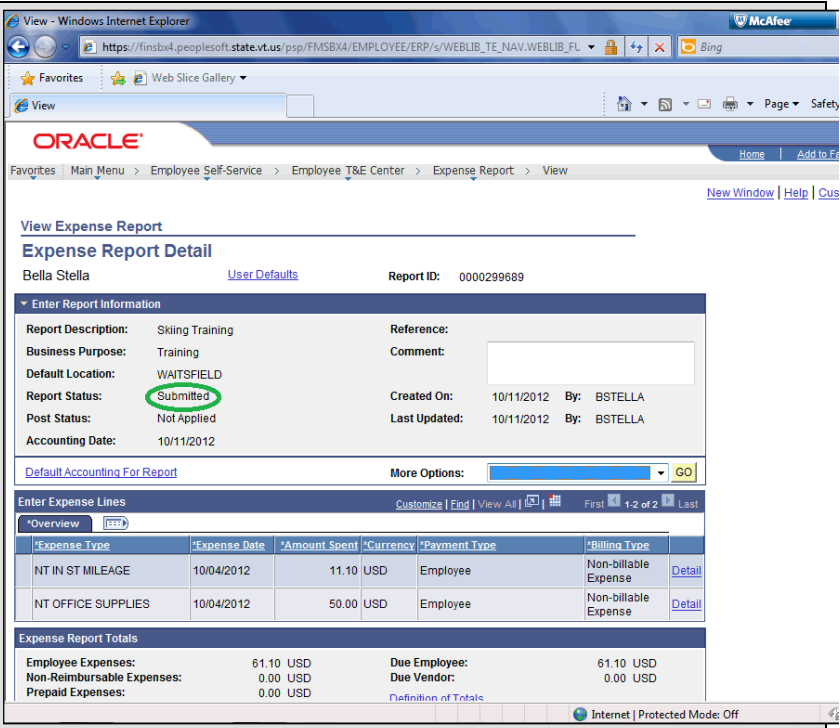
Maximum number of rows to return (up to 300): 300

Search by: Report ID begins with

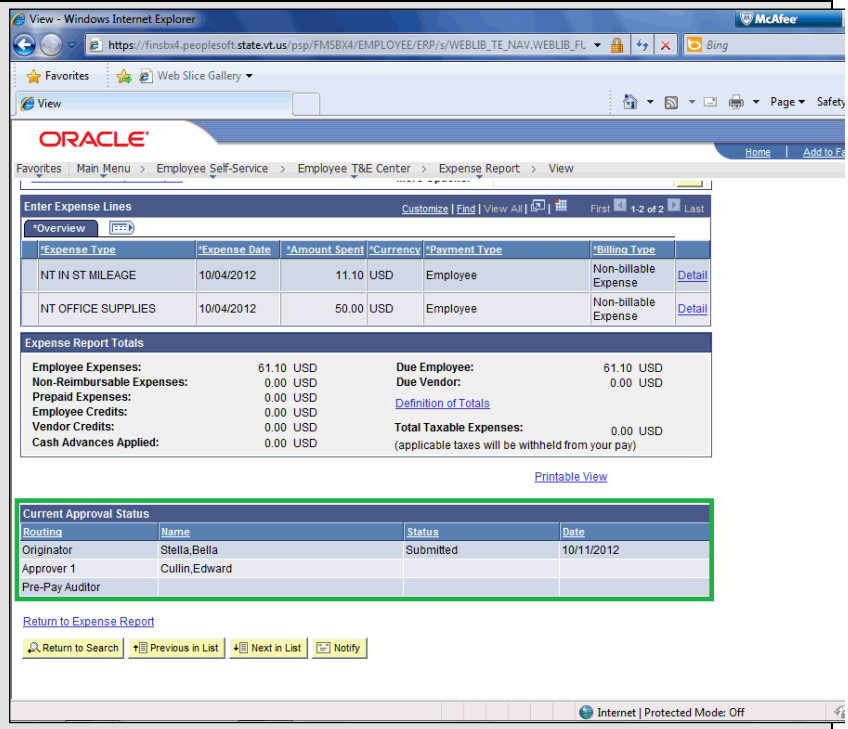
Search Clear Basic Search Save Search Criteria

Search Results

Report ID	Report Description	Name	Empl ID	Report Status	Creation Date
0000299690	Meeting	Stella,Bella	60885	Submitted	10/11/2012
0000299689	Skiing Training	Stella,Bella	60885	Submitted	10/11/2012
0000299688	Expense Training	Stella,Bella	60885	Submitted	10/11/2012
0000299687	Expense Training	Stella,Bella	60885	Submitted	10/10/2012
0000299686	Training	Stella,Bella	60885	Submitted	10/02/2012
0000299679	Meeting EXP-98-2	Stella,Bella	60885	Submitted	09/19/2012

Step	Action																														
8.	<p>All fields will be grayed out when viewing a report. The report status will be located in the Enter Information Section.</p>  <p>The screenshot shows the Oracle Expense Report detail page. The browser address bar shows the URL: https://finsbx4.peoplesoft.state.vt.us/psp/FMSBX4/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FL. The page title is "View Expense Report". Below the title, there is a section titled "Expense Report Detail". The report ID is 0000299689. The user is Bella Stella. The "Enter Report Information" section is expanded, showing the following fields: Report Description (Skiing Training), Business Purpose (Training), Default Location (WAITSFIELD), Report Status (Submitted), Post Status (Not Applied), and Accounting Date (10/11/2012). The "Report Status" field is highlighted with a green circle. Below the "Enter Report Information" section, there is a table titled "Enter Expense Lines" with columns: Expense Type, Expense Date, Amount Spent, Currency, Payment Type, and Billing Type. The table contains two rows: "NT IN ST MILEAGE" and "NT OFFICE SUPPLIES". Below the table, there is a section titled "Expense Report Totals" with fields for Employee Expenses, Non-Reimbursable Expenses, Prepaid Expenses, Due Employee, and Due Vendor.</p> <table><tr><th>Expense Type</th><th>Expense Date</th><th>Amount Spent</th><th>Currency</th><th>Payment Type</th><th>Billing Type</th></tr><tr><td>NT IN ST MILEAGE</td><td>10/04/2012</td><td>11.10</td><td>USD</td><td>Employee</td><td>Non-billable Expense</td></tr><tr><td>NT OFFICE SUPPLIES</td><td>10/04/2012</td><td>50.00</td><td>USD</td><td>Employee</td><td>Non-billable Expense</td></tr></table> <table><tr><th colspan="2">Expense Report Totals</th></tr><tr><td>Employee Expenses:</td><td>61.10 USD</td></tr><tr><td>Non-Reimbursable Expenses:</td><td>0.00 USD</td></tr><tr><td>Prepaid Expenses:</td><td>0.00 USD</td></tr><tr><td>Due Employee:</td><td>61.10 USD</td></tr><tr><td>Due Vendor:</td><td>0.00 USD</td></tr></table>	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type	NT IN ST MILEAGE	10/04/2012	11.10	USD	Employee	Non-billable Expense	NT OFFICE SUPPLIES	10/04/2012	50.00	USD	Employee	Non-billable Expense	Expense Report Totals		Employee Expenses:	61.10 USD	Non-Reimbursable Expenses:	0.00 USD	Prepaid Expenses:	0.00 USD	Due Employee:	61.10 USD	Due Vendor:	0.00 USD
Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type																										
NT IN ST MILEAGE	10/04/2012	11.10	USD	Employee	Non-billable Expense																										
NT OFFICE SUPPLIES	10/04/2012	50.00	USD	Employee	Non-billable Expense																										
Expense Report Totals																															
Employee Expenses:	61.10 USD																														
Non-Reimbursable Expenses:	0.00 USD																														
Prepaid Expenses:	0.00 USD																														
Due Employee:	61.10 USD																														
Due Vendor:	0.00 USD																														

Step	Action
9.	<p>The Current Approval Status is toward the bottom of the screen and it shows the status date and the approver.</p> <p>In this example, the expense report has been submitted but the supervisor has not approved the expense report yet.</p>




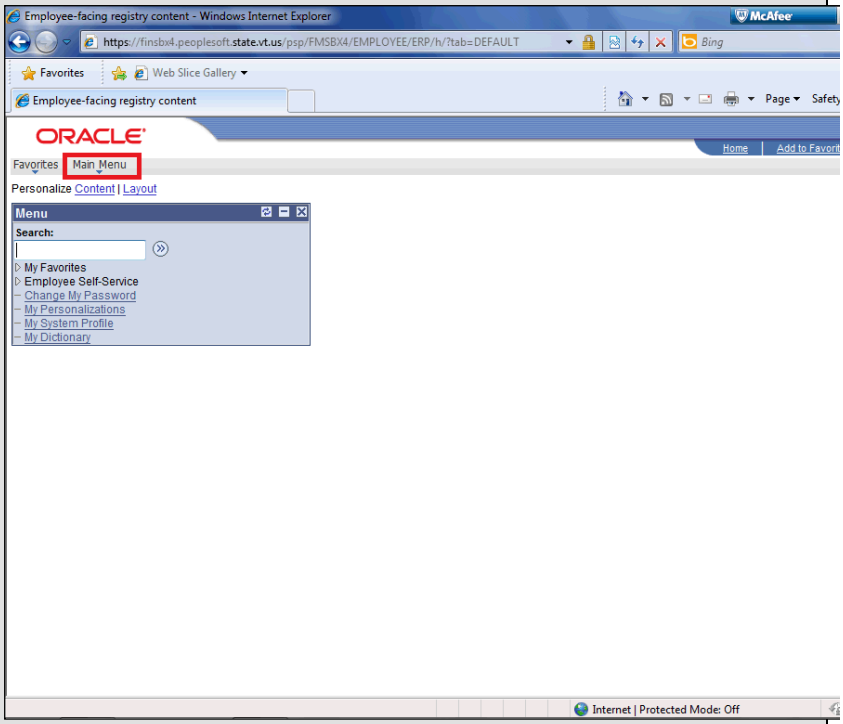

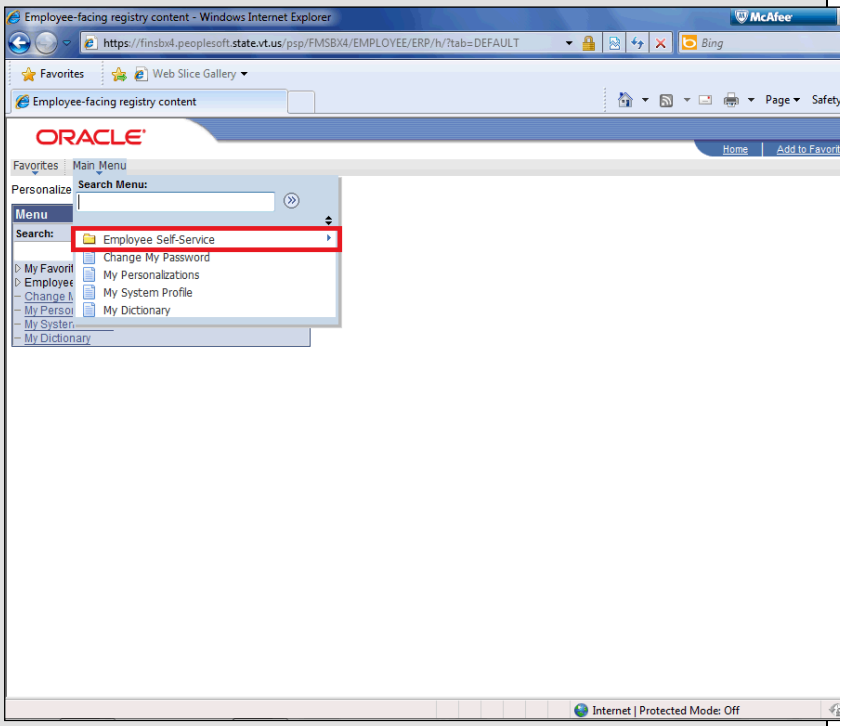
The screenshot displays the Oracle Expense Report interface. The 'Current Approval Status' section is highlighted with a green border. It shows the following details:


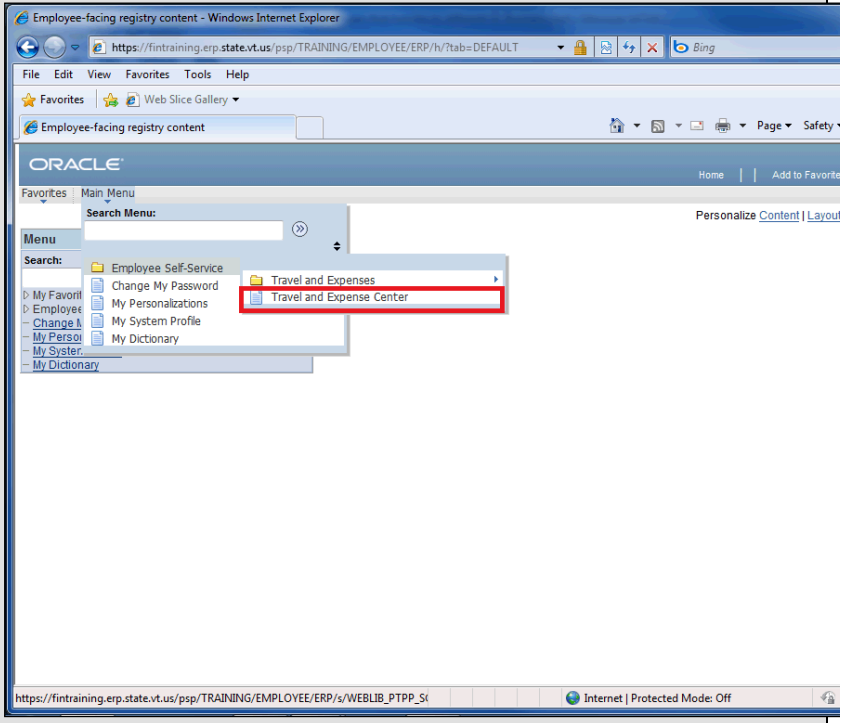
Routing	Name	Status	Date
Originator	Stella, Bella	Submitted	10/11/2012
Approver 1	Cullin, Edward		
Pre-Pay Auditor			


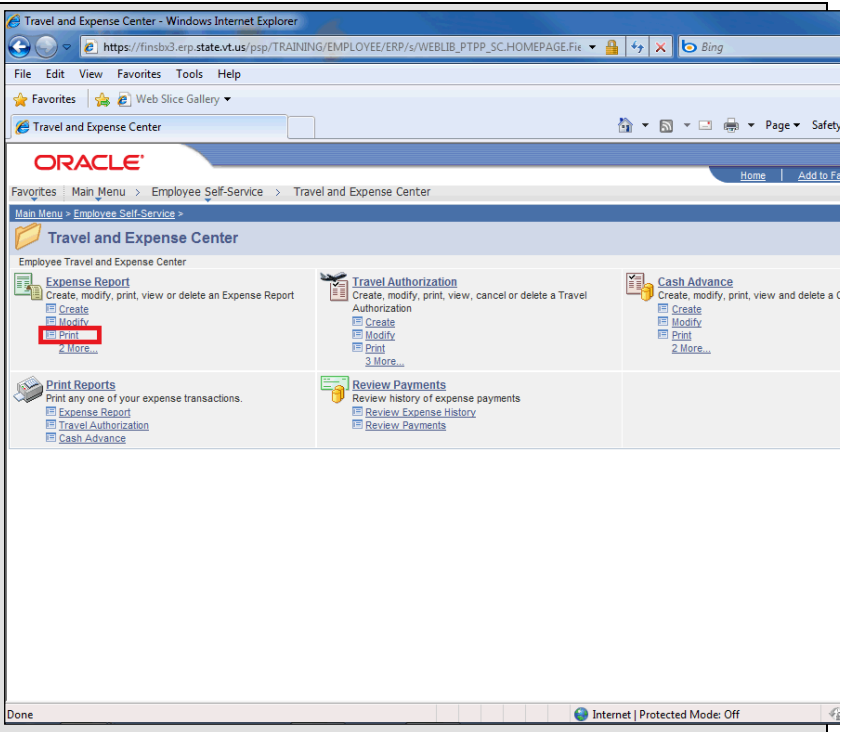
Below the approval status, there are navigation buttons: [Return to Search](#), [Previous in List](#), [Next in List](#), and [Notify](#).

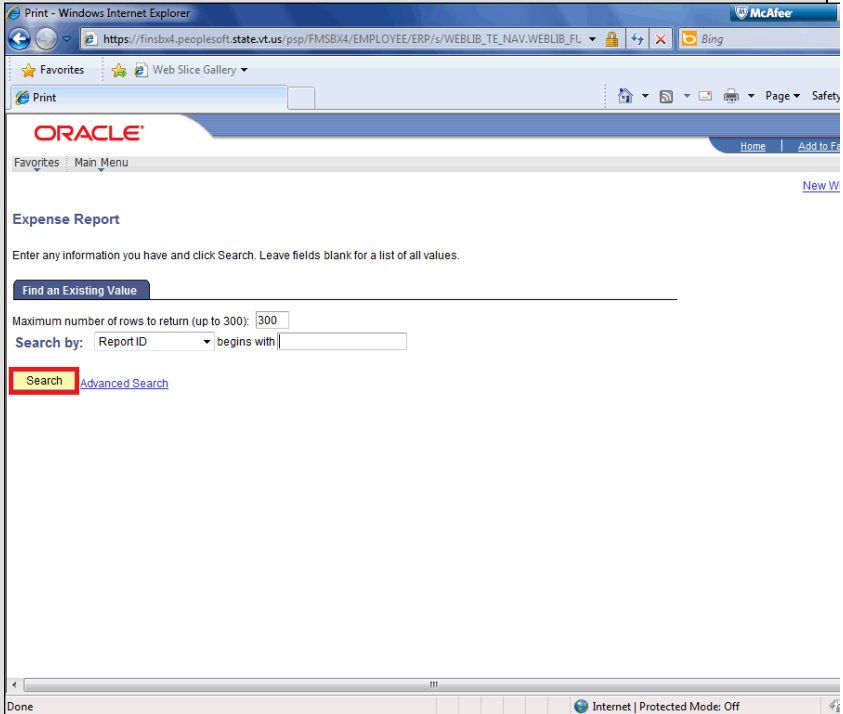
Print an Expense Report

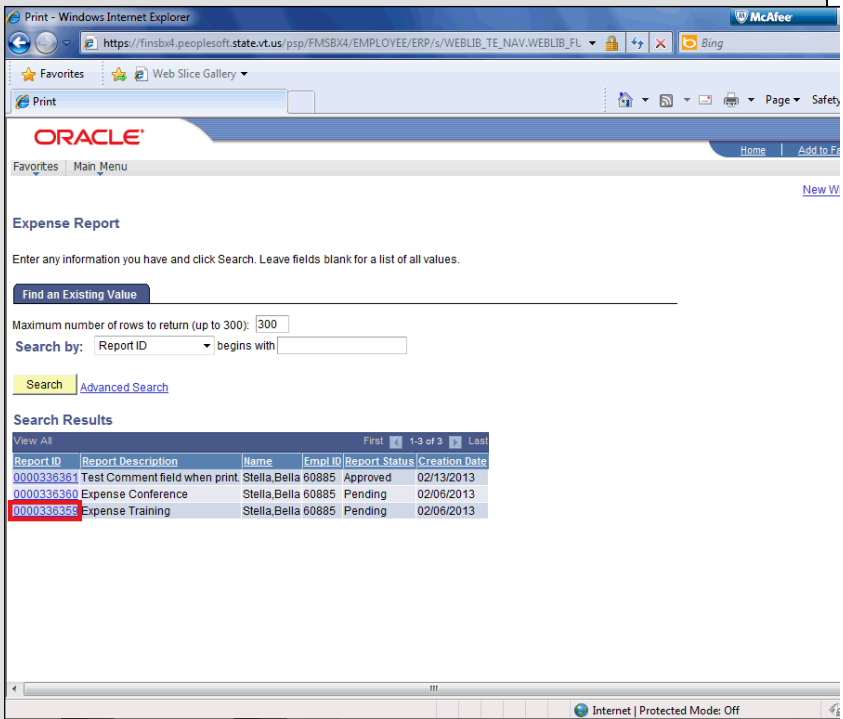
Expense reports are available to view in the system and it is not necessary to print them.

Step	Action	
1.	Click the Main Menu button. 	
2.	Click on Employee Self-Service . 	

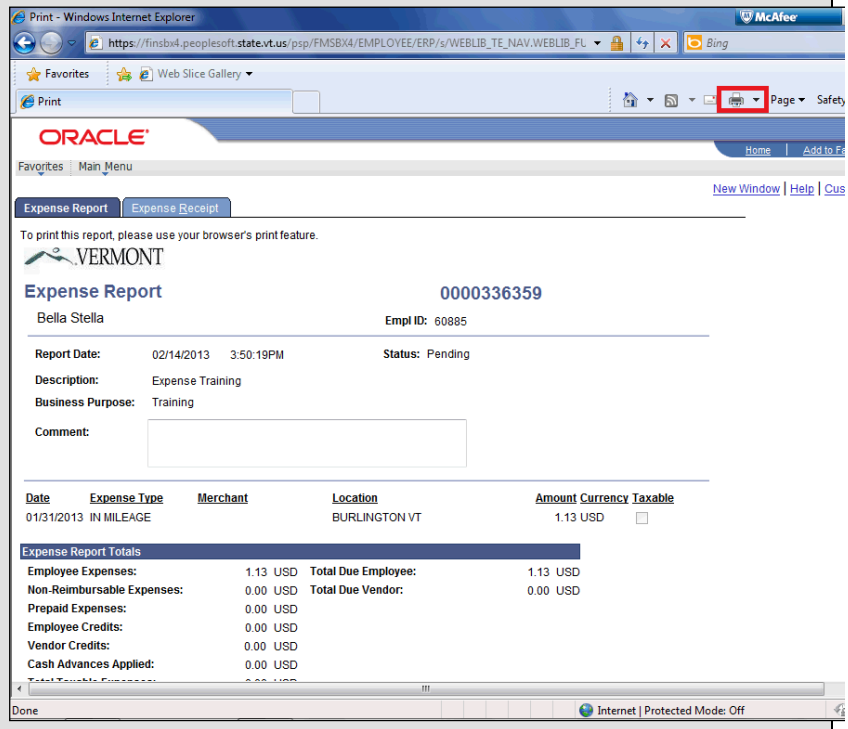
Step	Action	
3.	Click the Travel and Expense Center link. 	 <p>The screenshot shows the Oracle Employee Self-Service interface in Internet Explorer. The 'Main Menu' is open, and the 'Travel and Expense Center' link is highlighted in red. The URL in the address bar is https://fintraining.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/h/?tab=DEFAULT.</p>

Step	Action	
4.	Under the Expense Report menu Click the Print link. 	 <p>The screenshot shows the Oracle Travel and Expense Center interface. The 'Expense Report' menu is open, and the 'Print' link is highlighted in red. The URL in the address bar is https://finsb3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC.HOMEPAGE.Fix.</p>

Step	Action	
5.	<p>If you have a Report ID # that you want to print you can enter the number into the Report Id field or you can search to select.</p> <p>Click the Search button.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">Search</div>	

Step	Action	
6.	Select the report you want to print.	

Step	Action
7.	<p>A printable version of the report will be available on the screen.</p> <p>Follow the instructions you currently use to print from your browser.</p>



Print - Windows Internet Explorer

https://finsbx4.peoplesoft.state.vt.us/psp/FMSBX4/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FL

Oracle

Expense Report Expense Receipt

To print this report, please use your browser's print feature.

VERMONT

Expense Report 0000336359

Bella Stella Empl ID: 60885

Report Date: 02/14/2013 3:50:19PM Status: Pending

Description: Expense Training

Business Purpose: Training

Comment:

Date	Expense Type	Merchant	Location	Amount	Currency	Taxable
01/31/2013	IN MILEAGE		BURLINGTON VT	1.13	USD	<input type="checkbox"/>

Expense Report Totals

Employee Expenses:	1.13 USD	Total Due Employee:	1.13 USD
Non-Reimbursable Expenses:	0.00 USD	Total Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD		
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		


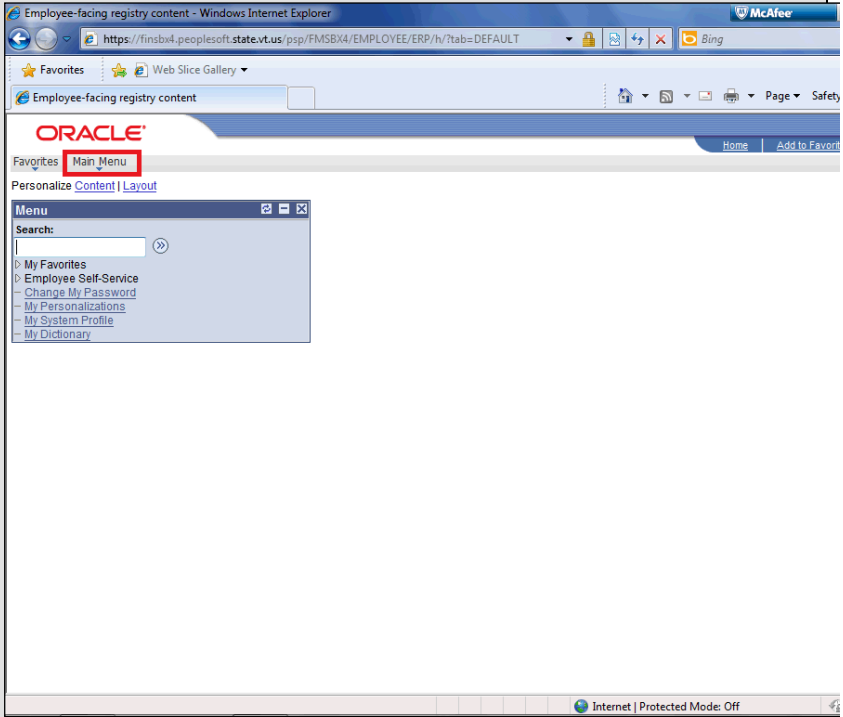
Done


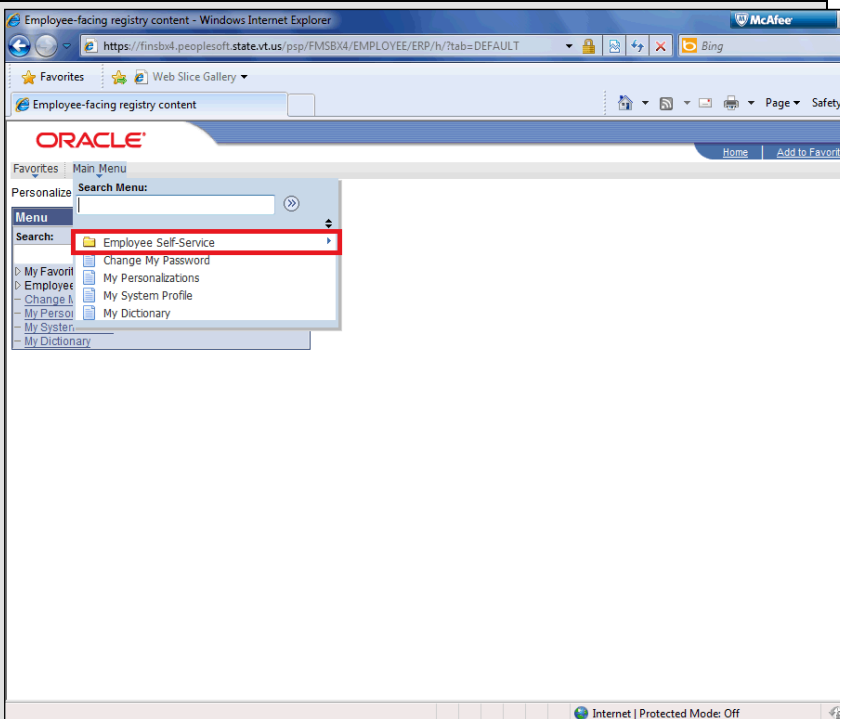
Internet | Protected Mode: Off

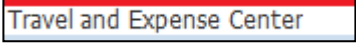
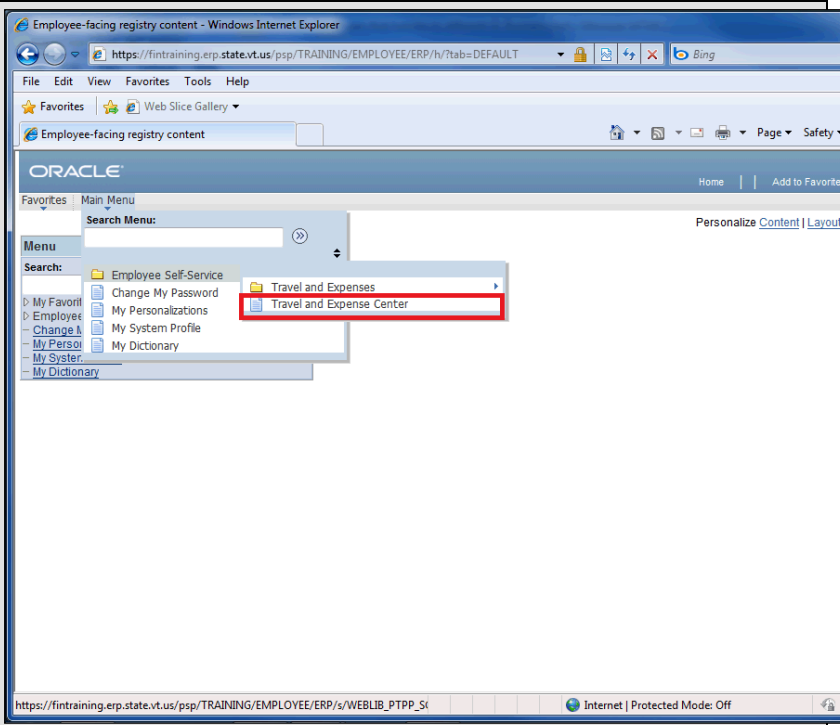
Delete an Expense Report


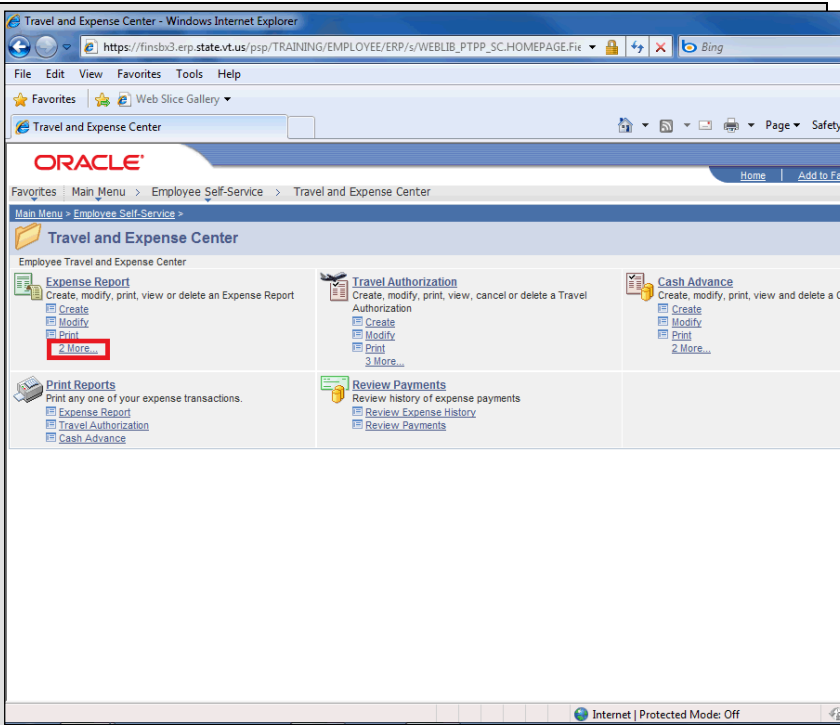
Expense reports can be deleted only when they are in a pending status. Expense Reports might need to be deleted when it is a duplicate, no longer needed, or not completed before month end closing.


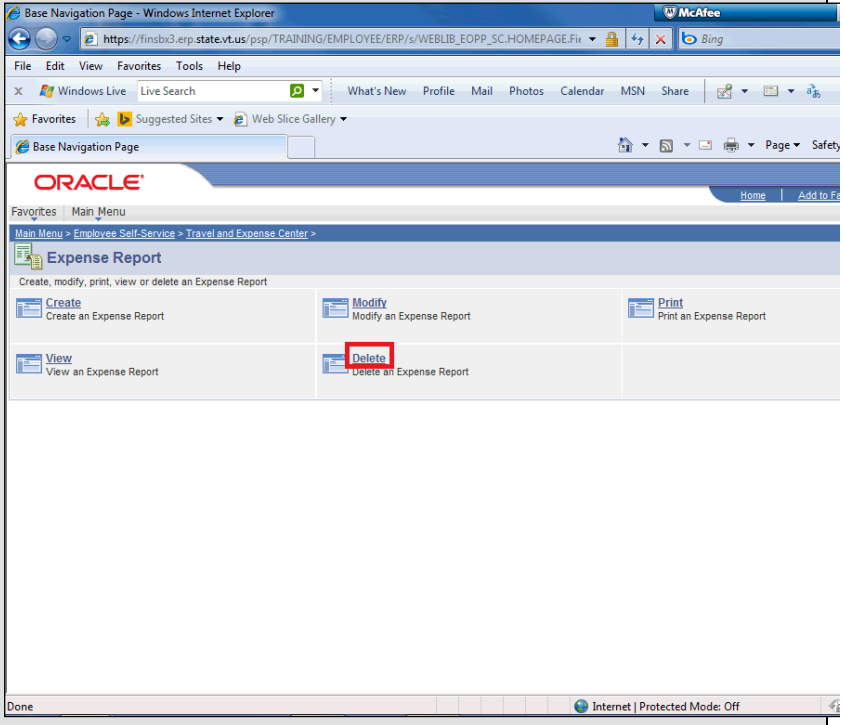
Note: If the report is valid but needs to be deleted for month end closing, it can be copied and the old report can then be deleted.

Step	Action	
1.	Click the Main Menu button. 	

Step	Action	
2.	Click on Employee Self-Service . 	

Step	Action	
3.	Click the Travel and Expense Center link. 	 <p>The screenshot shows the Oracle Employee Self-Service main menu. The 'Travel and Expense Center' link is highlighted in red within the 'Travel and Expenses' dropdown menu.</p>

Step	Action	
4.	Click the 2 More... link. 	 <p>The screenshot shows the Oracle Travel and Expense Center page. The '2 More...' link is highlighted in red under the 'Expense Report' section.</p>

Step	Action	
5.	Click the Delete link. 	 <p>The screenshot shows the Oracle Expense Report page in a Windows Internet Explorer browser. The page title is 'Base Navigation Page - Windows Internet Explorer'. The address bar shows the URL: https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_EOPP_SC.HOMEPAGE.Fix. The page content includes the Oracle logo, a 'Main Menu' section, and an 'Expense Report' section. The 'Expense Report' section has a sub-header 'Create, modify, print, view or delete an Expense Report' and four buttons: 'Create', 'Modify', 'Print', and 'Delete'. The 'Delete' button is highlighted with a red box.</p>

Step	Action
6.	<p>Any report that is in a pending status will show up available to delete.</p> <p>If the report you are looking for isn't showing up, double check the status to confirm that it is pending.</p>

Delete - Windows Internet Explorer

McAfee

https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNC1

File Edit View Favorites Tools Help

Windows Live Live Search What's New Profile Mail Photos Calendar MSN Share

Favorites Suggested Sites Web Slice Gallery

Delete

ORACLE

Favorites Main Menu

Home Add to Favorites

New Window Help Cus

Travel and Expense

Delete an Expense Report

Alice Alice


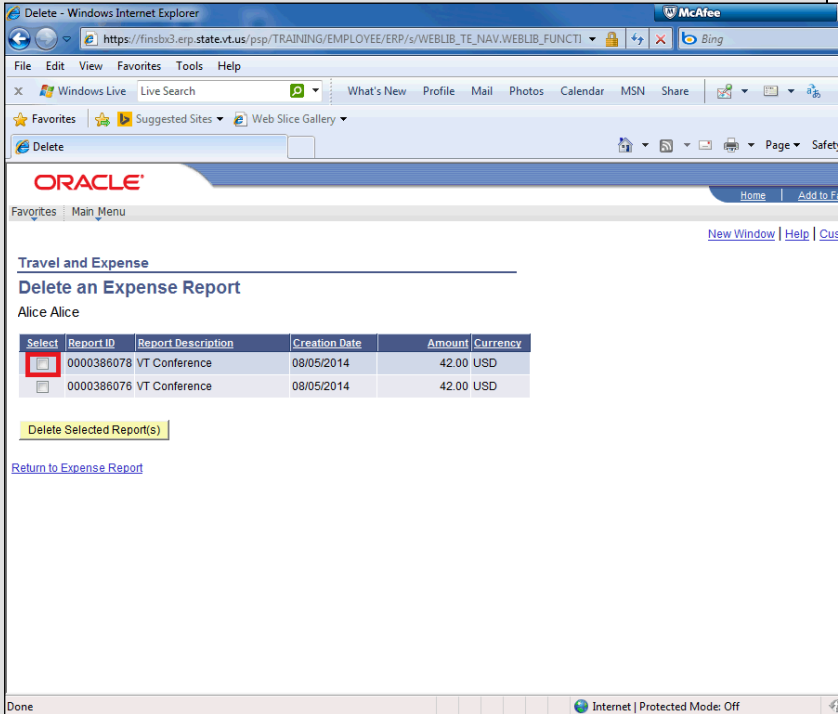
Select	Report ID	Report Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000386078	VT Conference	08/05/2014	42.00	USD
<input type="checkbox"/>	0000386076	VT Conference	08/05/2014	42.00	USD

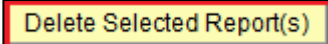
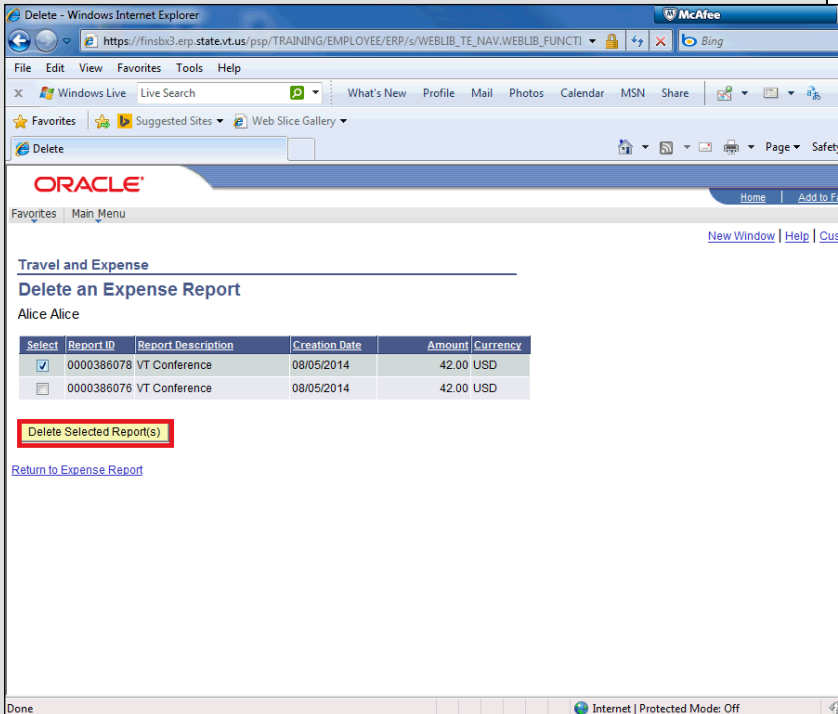
Delete Selected Report(s)


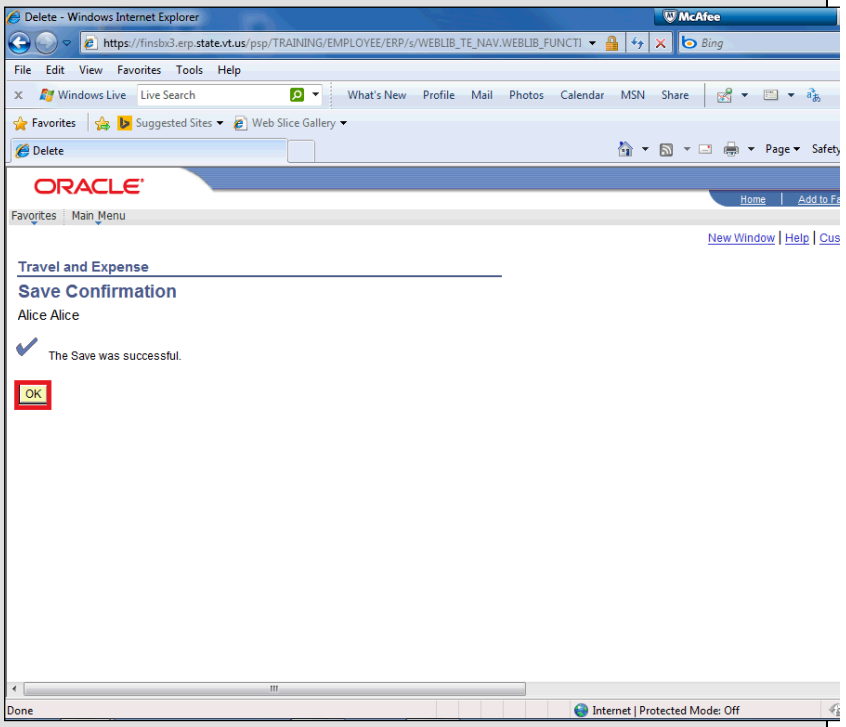
Return to Expense Report

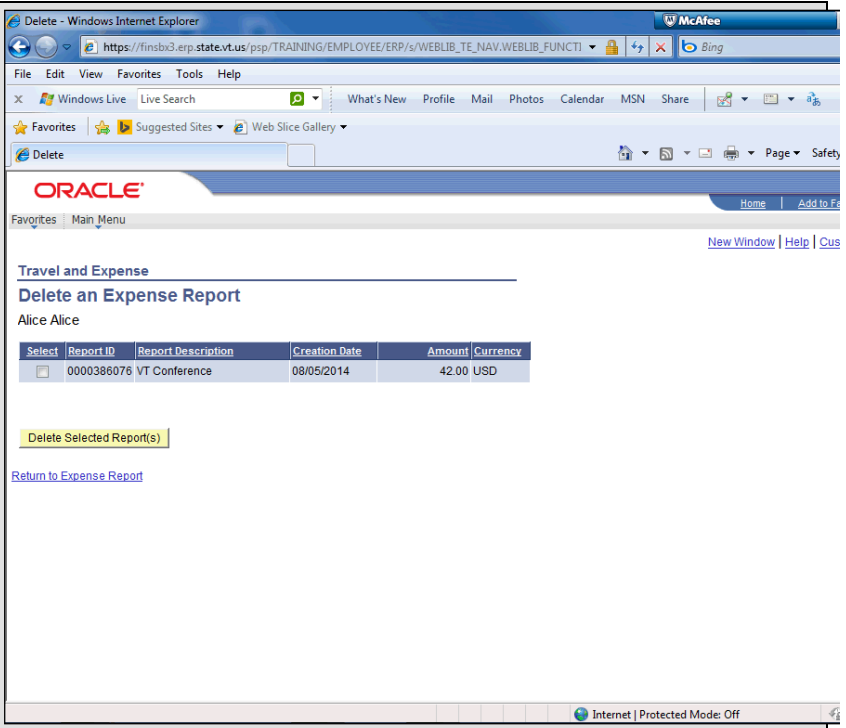
Done

Internet | Protected Mode: Off

Step	Action	
7.	Select the report you want to delete, 	

Step	Action	
8.	Click the Delete Selected Report(s) button. 	

Step	Action	
9.	Click the OK button. 	 <p>The screenshot shows a web browser window displaying the Oracle Travel and Expense 'Save Confirmation' page. The page title is 'Save Confirmation' and it shows 'Alice Alice'. A message states 'The Save was successful.' Below this message is a red-bordered 'OK' button, which is highlighted with a red box.</p>

Step	Action	
10.	The deleted expense report will no longer be available to view, modify, or print.	 <p>The screenshot shows a web browser window displaying the Oracle Travel and Expense 'Delete an Expense Report' page. The page title is 'Delete an Expense Report' and it shows 'Alice Alice'. Below the title is a table with columns: Select, Report ID, Report Description, Creation Date, Amount, and Currency. The table contains one row with a checkbox, Report ID '0000386076', Report Description 'VT Conference', Creation Date '08/05/2014', Amount '42.00', and Currency 'USD'. Below the table is a yellow button labeled 'Delete Selected Report(s)'. At the bottom of the page is a blue link labeled 'Return to Expense Report'.</p>

TRAVEL AUTHORIZATIONS

Entering Travel Authorizations


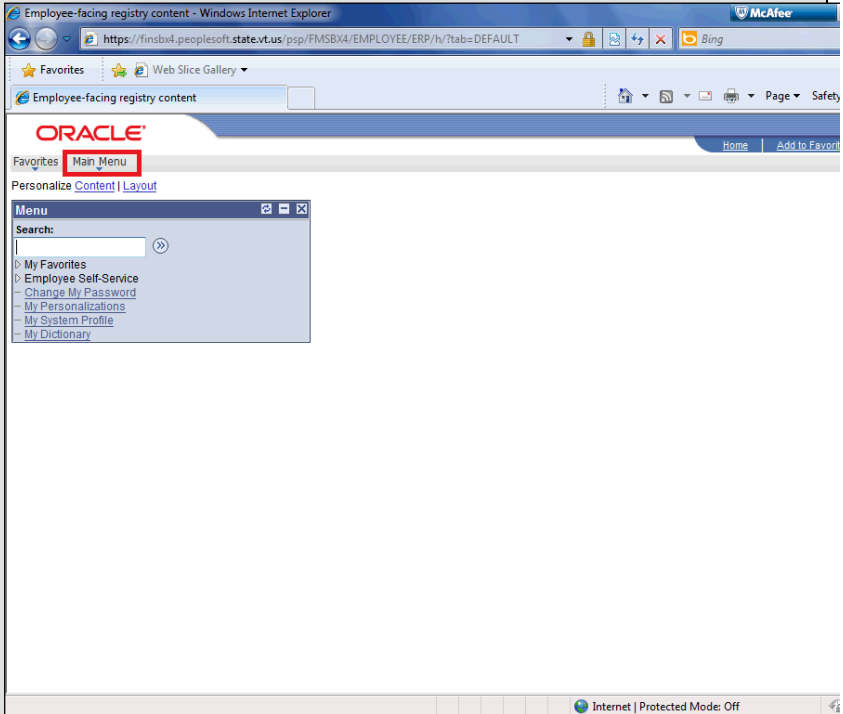
CREATE Travel Authorization from Blank

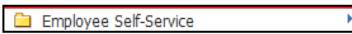
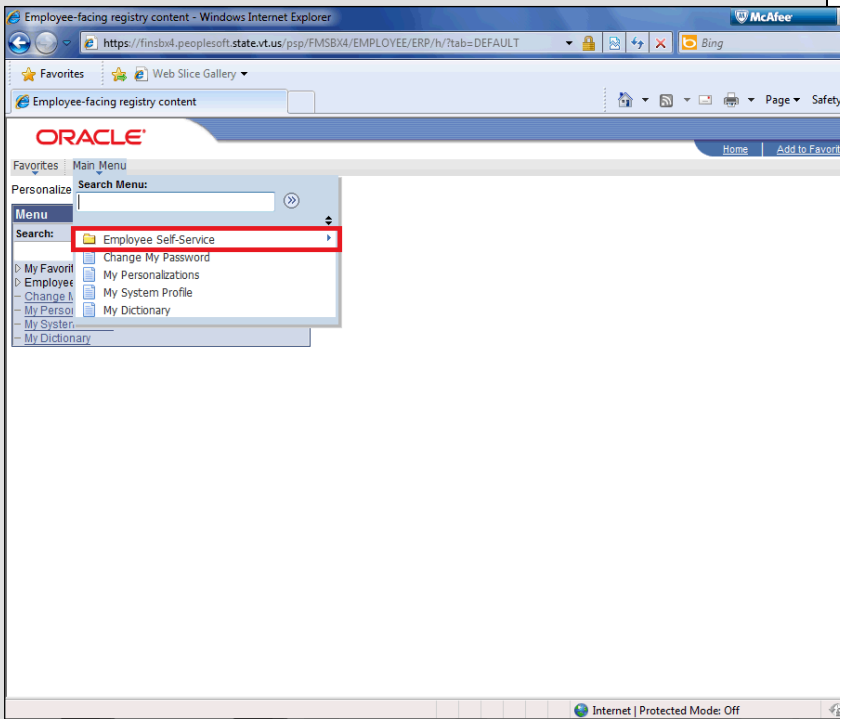
Procedure

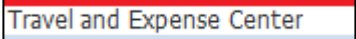
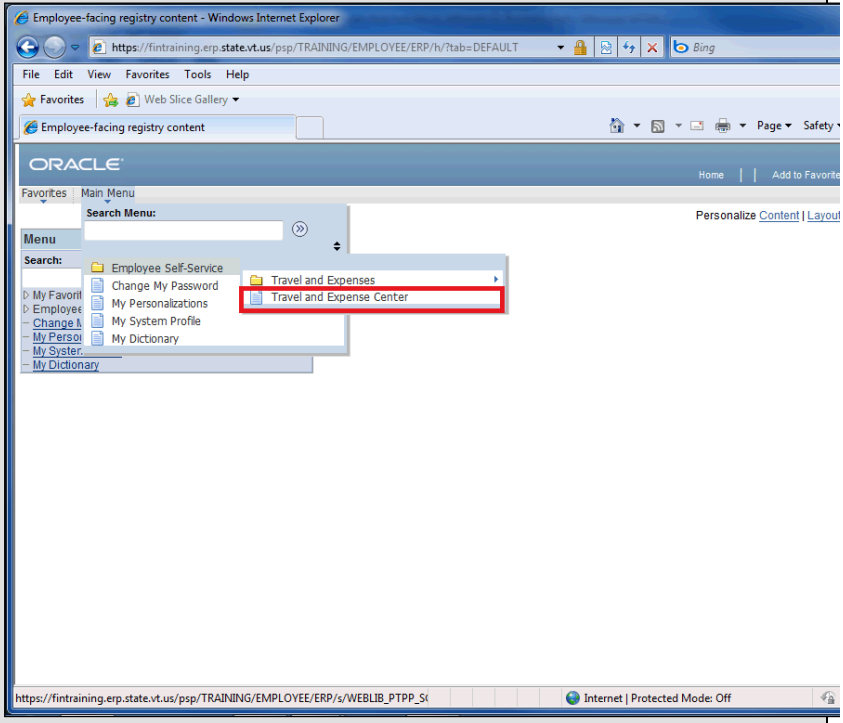
The Basics:


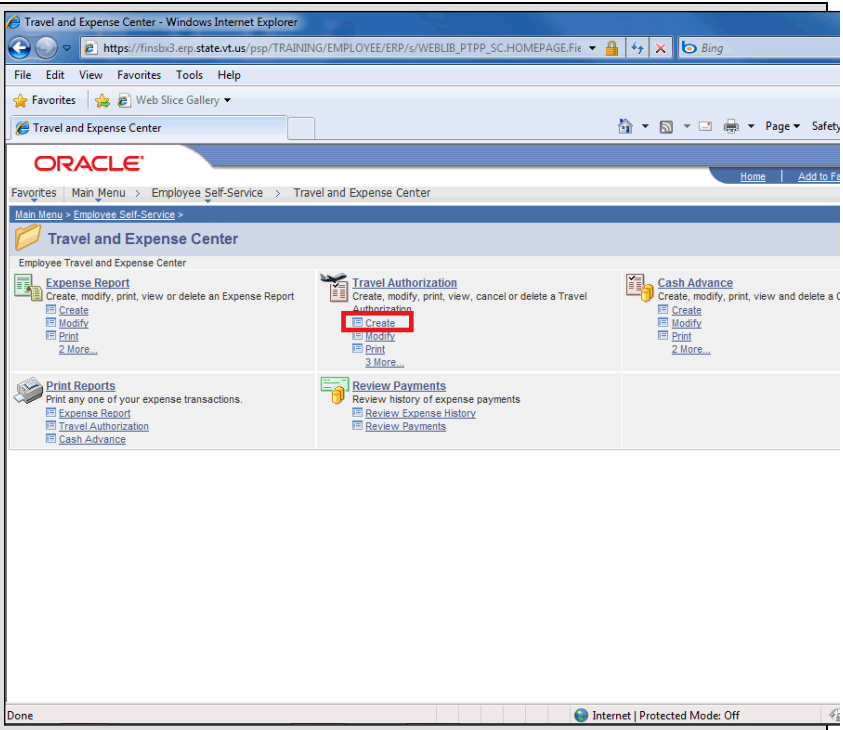
Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Travel Authorizations.

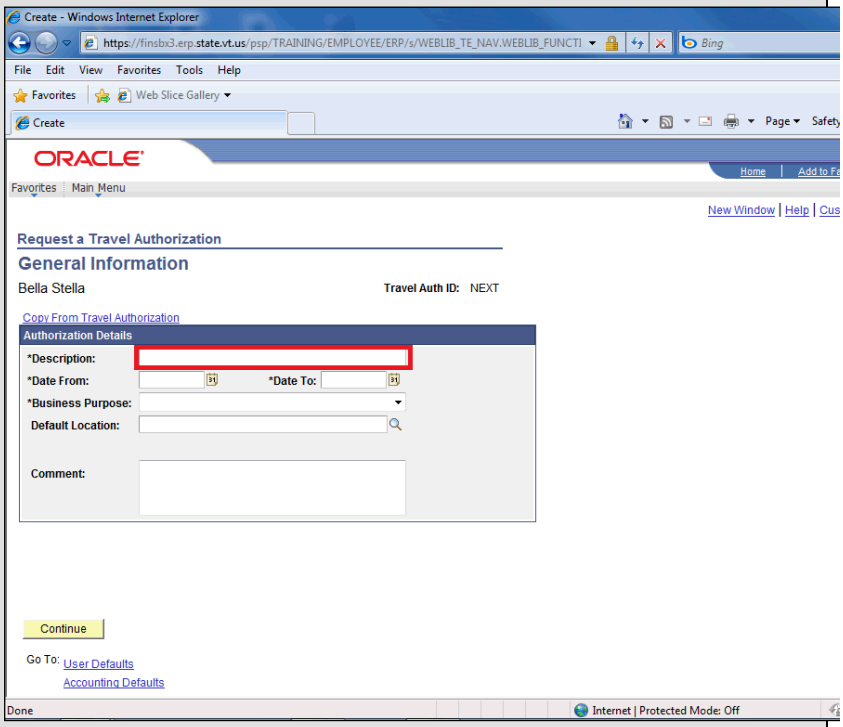
1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods-** Whenever possible, Purchasing Cards (P-Cards) and direct vendor payments should be used to minimize employee reimbursements.
3. **Clear cache-** To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later-** After every couple lines on your travel authorization, click the "Done" button to return to the Summary page and click the "Save for Later" button to prevent the "data inconsistent with database" error that will not allow you to save or submit.
5. An approved **on-line Travel Authorization is required for all cash advance** requests.
6. **Third Party Payments/Reimbursements-** The supplemental form "Authorization of Employee Expenses to be Paid by a Third-Party Organization" may be required when expenses are to be paid by another party.
7. **Encumbrance-** All travel authorizations completed within VISION create an encumbrance of funds against an appropriation of the employee's department.

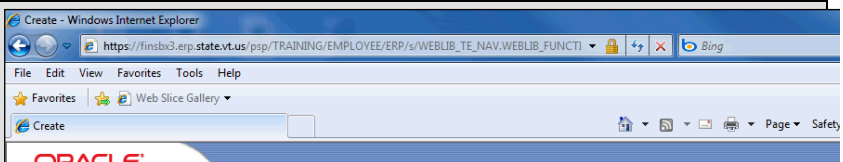
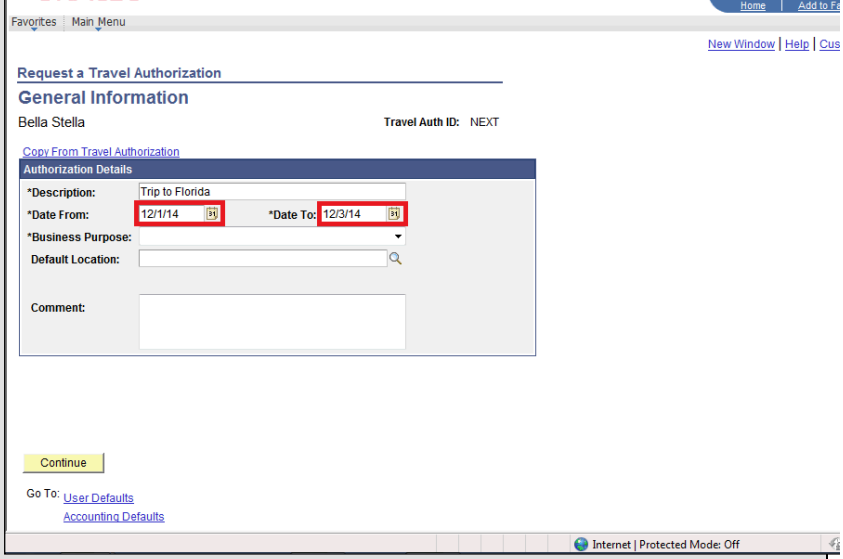
Step	Action	
1.	Click the Main Menu button. 	

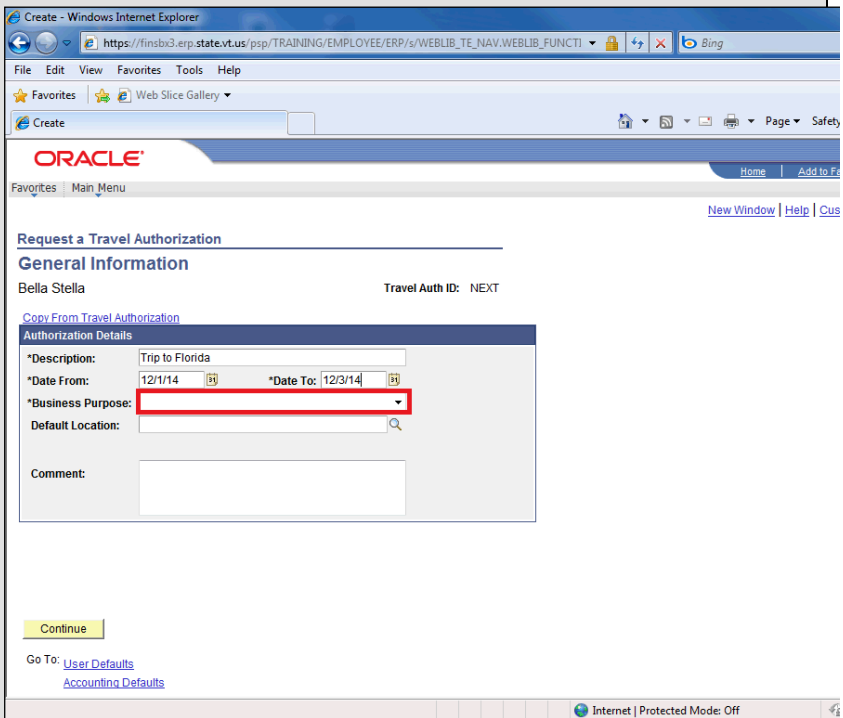
Step	Action	
2.	Click on Employee Self-Service . 	

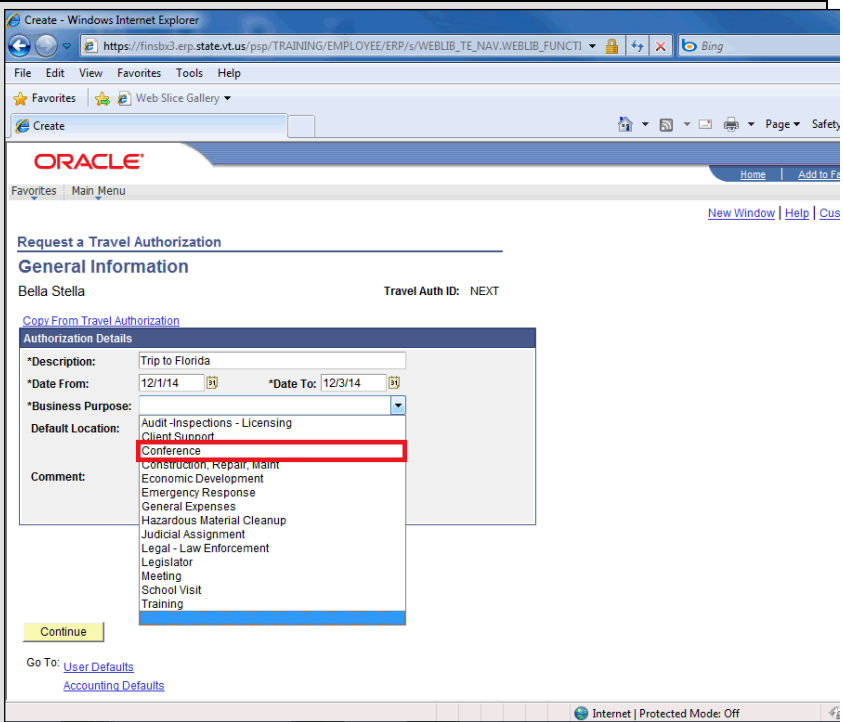
Step	Action	
3.	Click the Travel and Expense Center link. 	 <p>The screenshot shows the Oracle Employee Self-Service main menu. The 'Travel and Expense Center' link is highlighted in the search results. The URL in the browser is https://fintraining.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/h/?tab=DEFAULT.</p>

Step	Action	
4.	Under the Travel Authorization menu, Click the Create link. 	 <p>The screenshot shows the Oracle Travel and Expense Center interface. The 'Create' link under the 'Travel Authorization' menu is highlighted. The URL in the browser is https://fintrib3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC_HOMEPAGE.Fix.</p>

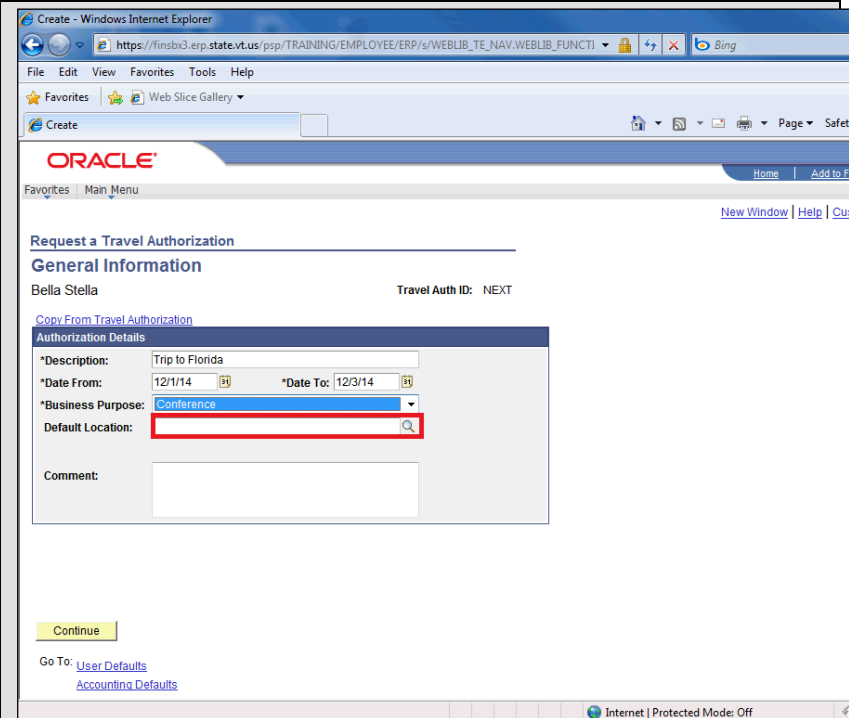



Step	Action	
5.	Enter a short, meaningful description for the trip into the Description field.	

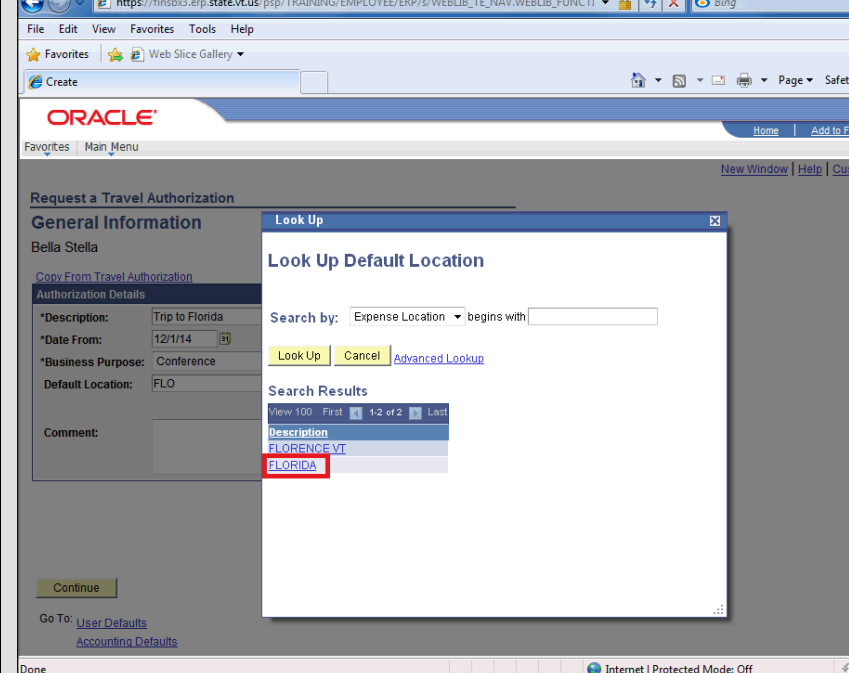
Step	Action	
6.	Enter the date the trip will start on into the Date from field.	
Step	Action	
7.	Enter the end date of the trip into the Date To field. NOTE: Travel dates must be in the future. The system will not allow dates in the past.	

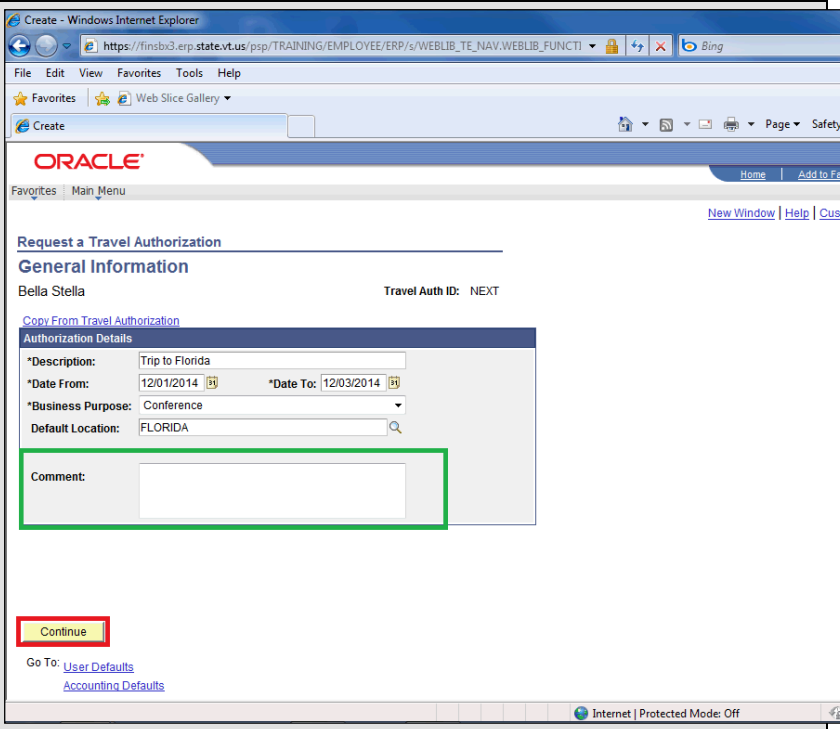
Step	Action	
8.	Click the drop down arrow to choose the Business Purpose .	 <p>The screenshot shows the 'Request a Travel Authorization' page in a web browser. The 'General Information' section is visible, with fields for 'Description' (Trip to Florida), 'Date From' (12/1/14), 'Date To' (12/3/14), and 'Business Purpose'. The 'Business Purpose' dropdown menu is highlighted with a red box, indicating the step to click the drop down arrow to choose the Business Purpose.</p>

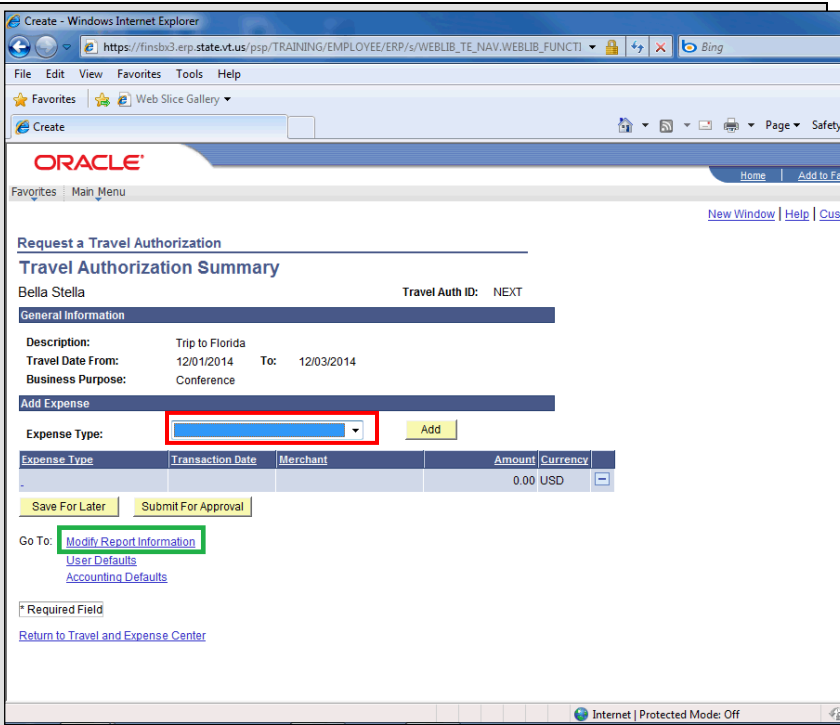
Step	Action	
9.	Select the option that most closely identifies the purpose of the trip.	 <p>The screenshot shows the 'Request a Travel Authorization' page in a web browser. The 'General Information' section is visible, with fields for 'Description' (Trip to Florida), 'Date From' (12/1/14), 'Date To' (12/3/14), and 'Business Purpose'. The 'Business Purpose' dropdown menu is open, showing a list of options. The 'Conference' option is highlighted with a red box, indicating the step to select the option that most closely identifies the purpose of the trip.</p>

NOTE: Location searches in VISION search on a shortened name. It is best to enter the first few letters of the location and click the magnify glass. The list includes all towns in Vermont, all States and Territories, and Out of Country. For the purposes of Bulletin 3.4, Hawaii and Alaska are considered Out of Country

<p>Entering a Default Location is optional. It will populate the destination location field on each expense line for you.</p>			
<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> </table>	Step	Action	
Step	Action		
<table border="1"> <tbody> <tr> <td>10.</td> <td>Enter the first three letters into the Default Location field.</td> </tr> </tbody> </table>	10.	Enter the first three letters into the Default Location field.	
10.	Enter the first three letters into the Default Location field.		
<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> </table>	Step	Action	
Step	Action		
<table border="1"> <tbody> <tr> <td>11.</td> <td>Click the Look up Default Location button. </td> </tr> </tbody> </table>	11.	Click the Look up Default Location button. 	
11.	Click the Look up Default Location button. 		

<table border="1"> <thead> <tr> <th>Step</th> <th>Action</th> </tr> </thead> </table>	Step	Action	
Step	Action		
<table border="1"> <tbody> <tr> <td>12.</td> <td>Select the location link.</td> </tr> </tbody> </table>	12.	Select the location link.	
12.	Select the location link.		

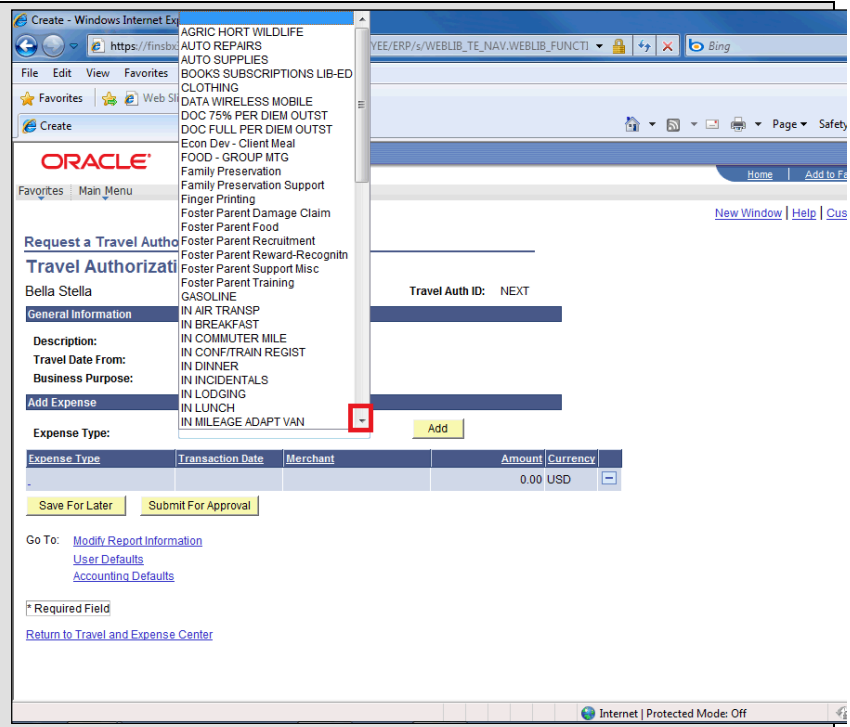
<p>The comment field is where you can add comments for Pre-Paid or Direct Paid costs for the Trip. Example comment: Flight charged to P-Card for \$350.</p>			
<table border="1"> <tr> <th>Step</th> <th>Action</th> </tr> </table>	Step	Action	
Step	Action		
<table border="1"> <tr> <td>13.</td> <td>Click the Continue button.</td> </tr> </table>	13.	Click the Continue button.	
13.	Click the Continue button.		

<p>The Modify Report Information link can be used at any time to bring you back to the General Information page to save, submit for approval, delete lines or make changes to the Description, Date Fields, Business Purpose, and Comments.</p>			
<table border="1"> <tr> <th>Step</th> <th>Action</th> </tr> </table>	Step	Action	
Step	Action		
<table border="1"> <tr> <td>14.</td> <td>To choose the expense type, Click the Expense Type list.</td> </tr> </table>	14.	To choose the expense type, Click the Expense Type list.	
14.	To choose the expense type, Click the Expense Type list.		

Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type

Step	Action
------	--------

- | | |
|-----|--|
| 15. | <p>Select the appropriate Expense Type from the list provided.</p> <p>The down arrow can be used to scroll through to see all available options.</p> |
|-----|--|



Request a Travel Authorization

Travel Authorization Summary

Bella Stella

Travel Auth ID: NEXT

General Information

Description: IN AIR TRANSP
 Travel Date From: IN BREAKFAST
 Business Purpose: IN COMMUTER MILE
 IN CONF/TRAIN REGIST
 IN DINNER
 IN INCIDENTALS
 IN LODGING
 IN LUNCH
 IN MILEAGE ADAPT VAN

Add Expense

Expense Type: [Dropdown Menu] **Add**

Expense Type	Transaction Date	Merchant	Amount	Currency
			0.00	USD

Save For Later **Submit For Approval**

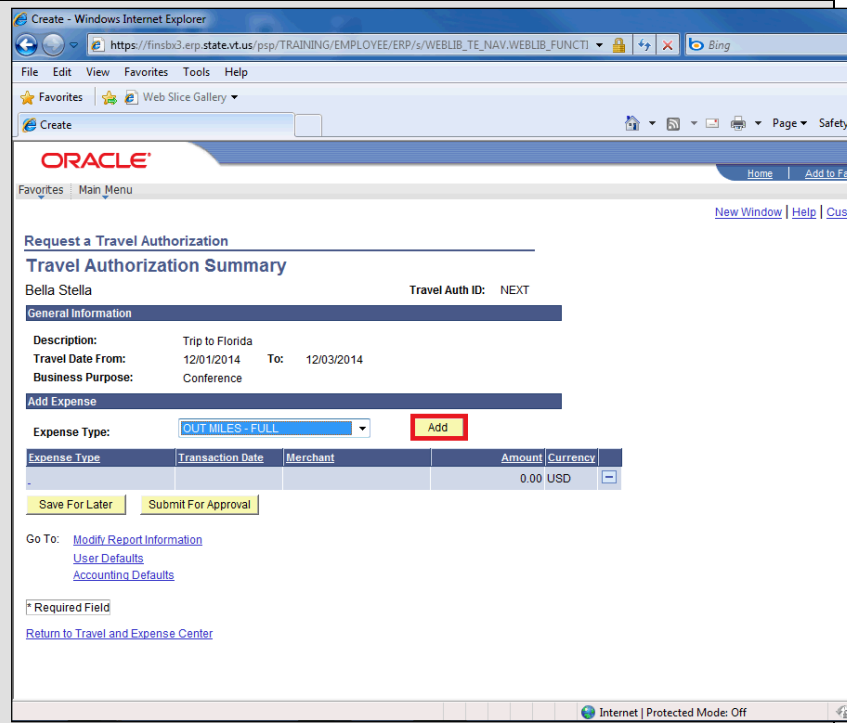
Go To: [Modify Report Information](#)
[User Defaults](#)
[Accounting Defaults](#)

* Required Field

[Return to Travel and Expense Center](#)

Step	Action
------	--------

- | | |
|-----|---|
| 16. | <p>Click the Add button.</p> <p>Add</p> |
|-----|---|



Request a Travel Authorization

Travel Authorization Summary

Bella Stella

Travel Auth ID: NEXT

General Information

Description: Trip to Florida
 Travel Date From: 12/01/2014 To: 12/03/2014
 Business Purpose: Conference

Add Expense

Expense Type: OUT MILES - FULL **Add**

Expense Type	Transaction Date	Merchant	Amount	Currency
			0.00	USD

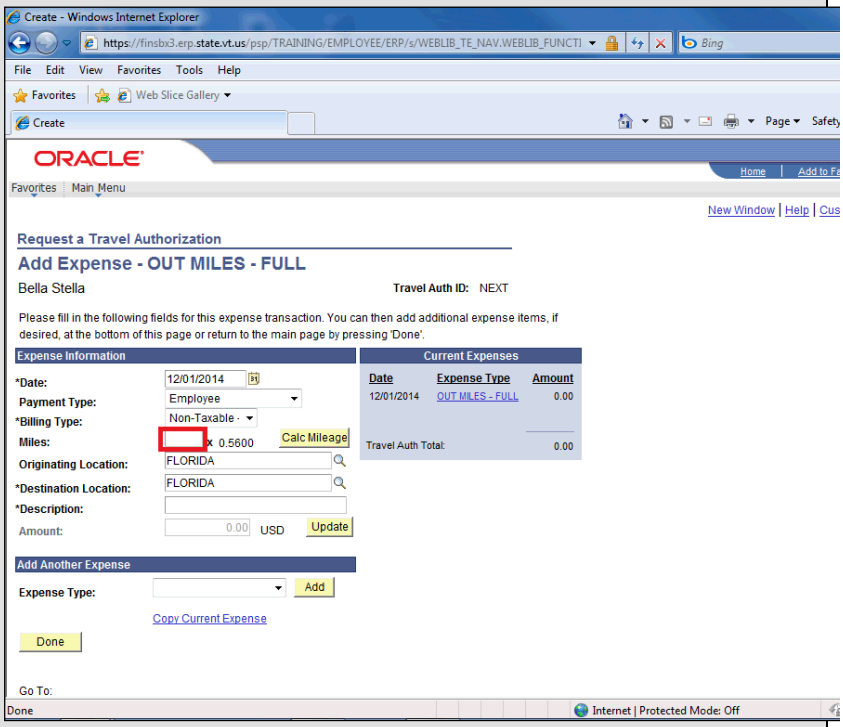
Save For Later **Submit For Approval**


Go To: [Modify Report Information](#)
[User Defaults](#)
[Accounting Defaults](#)

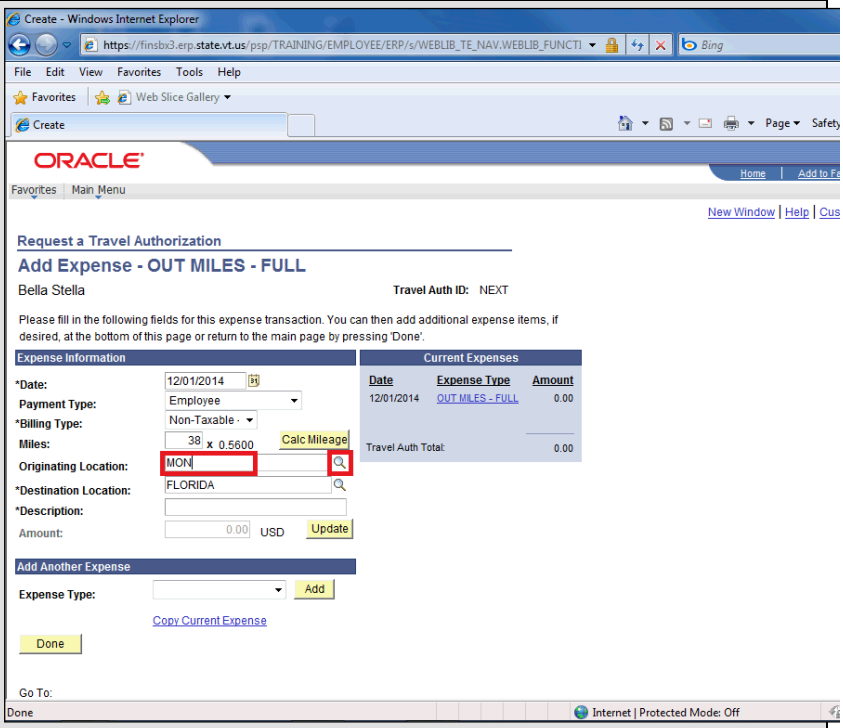
* Required Field

[Return to Travel and Expense Center](#)

Step	Action
17.	<p>Enter the number of miles for the trip into the Miles field.</p> <p>Note: The mileage rate of reimbursement is updated and maintained in accordance with the State's negotiated agreements.</p>

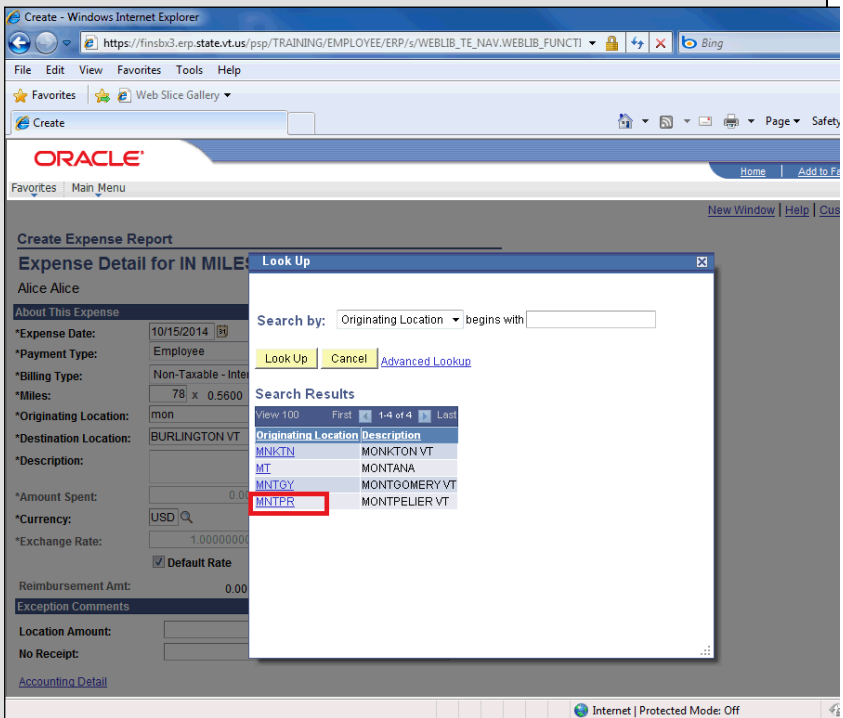


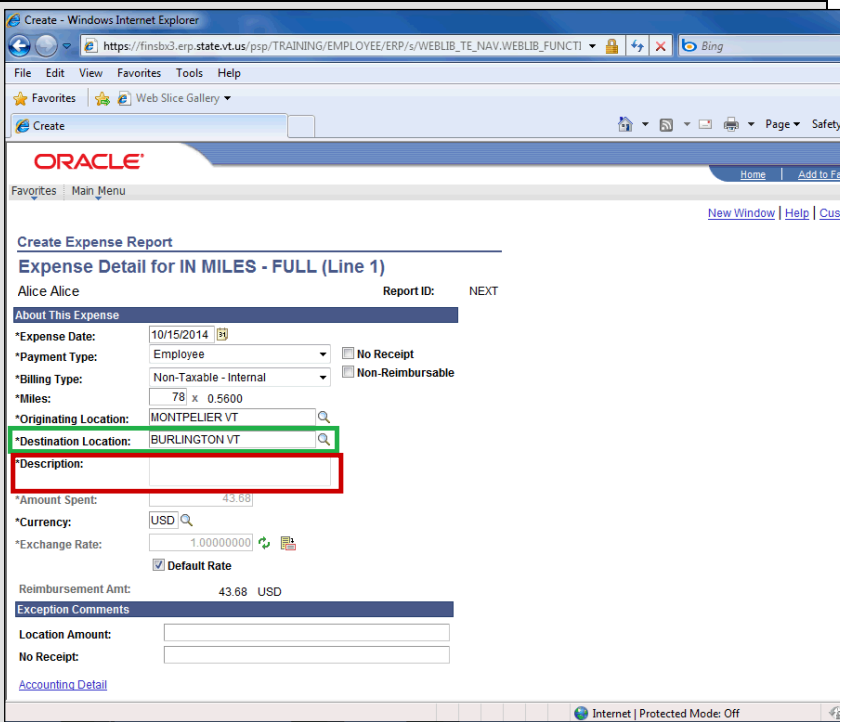
Step	Action
18.	Enter a few letters of where you started your trip into the Originating Location field.
Step	Action
19.	<p>Click the Originating Location button.</p> 



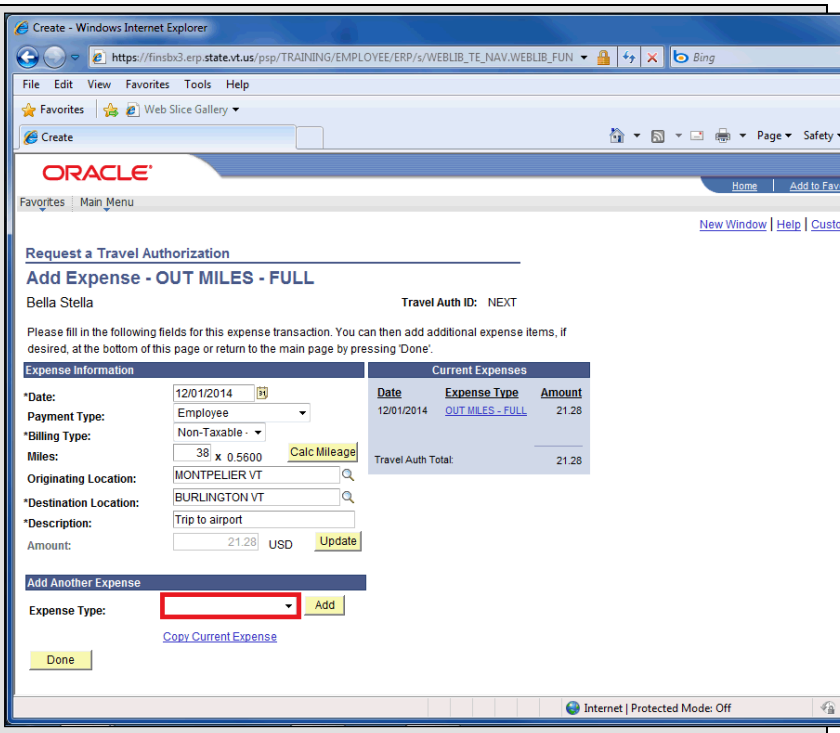
NOTE: A default Originating location can be set through the User Profile

Employee Self-Service > Travel and Expenses > Review Edit Profile Click on the User Defaults tab.

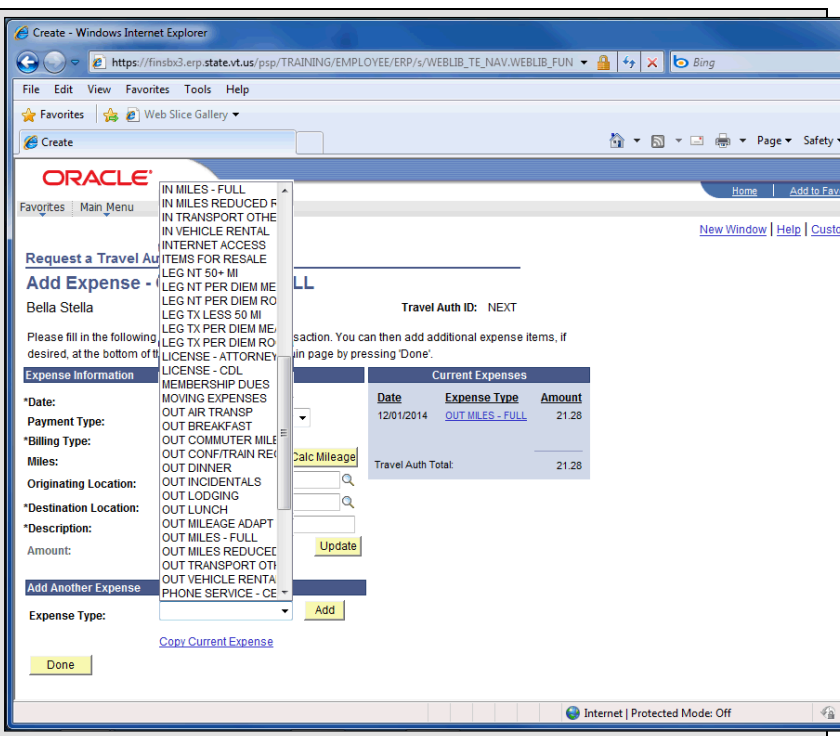
Step	Action	
20.	Click the location link to select.	


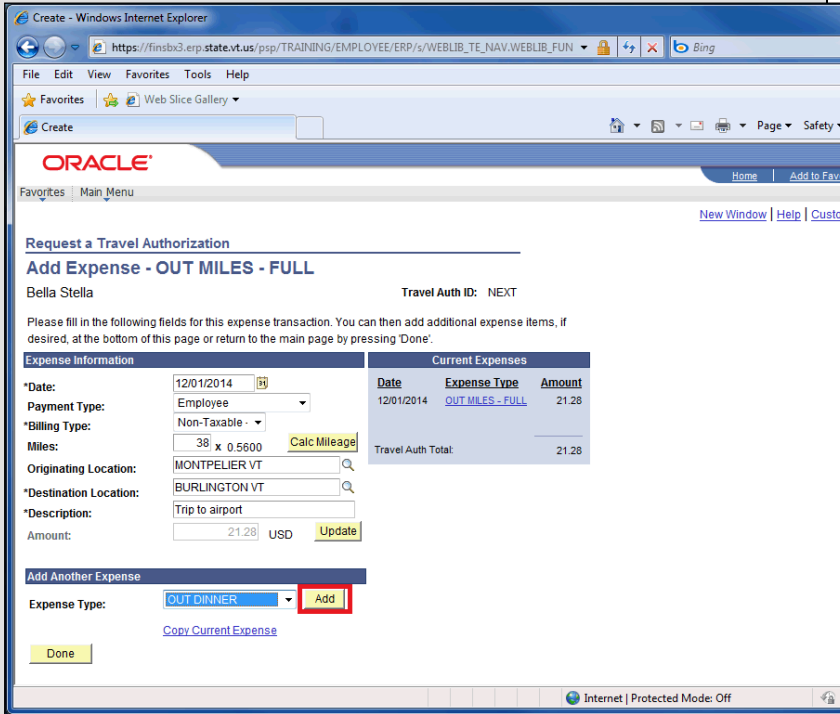
Step	Action	
21.	Enter the Destination location if a Default location wasn't selected or it isn't needs to be changed. This location should be the furthest point travelled during the trip	
Step	Action	
22.	Enter an explanation of what this trip will be for into the Description field.	

Step	Action
23.	<p>To add another expense line, Click the Expense Type list.</p>



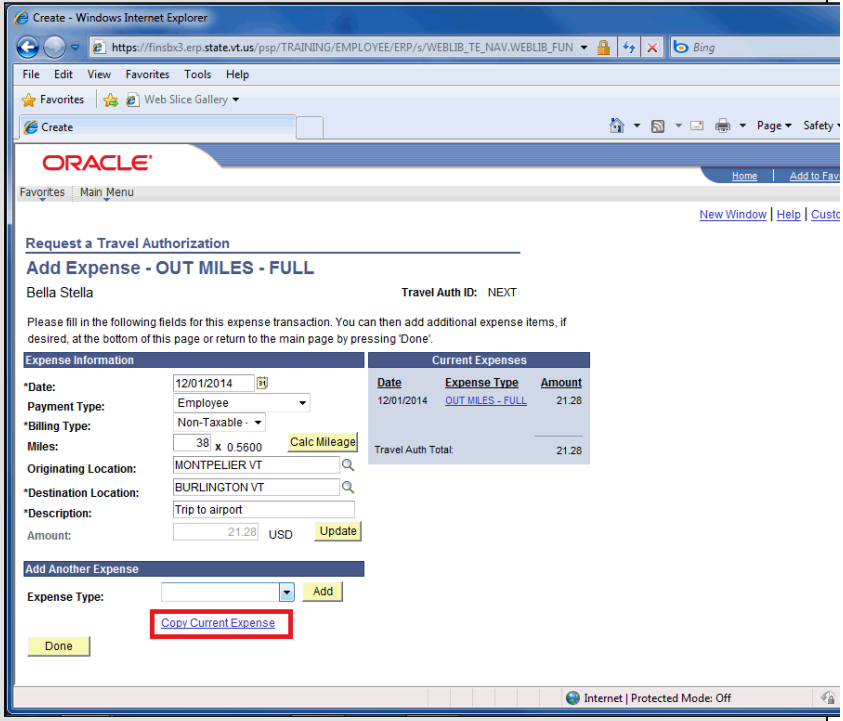
Step	Action
24.	<p>Select the appropriate Expense Type from the list provided.</p> <p>The down arrow can be used to scroll through to see all available options.</p>



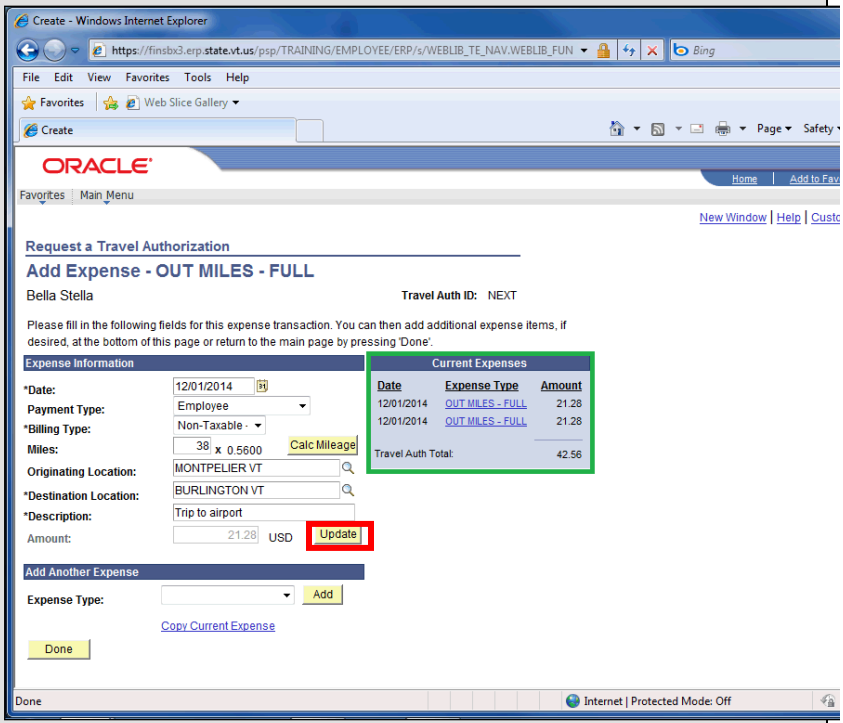
Step	Action	
25.	<p>Click the Add button.</p>  <p>Continue adding details for the expense line.</p>	

Copy an expense line for a Travel Authorization

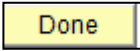
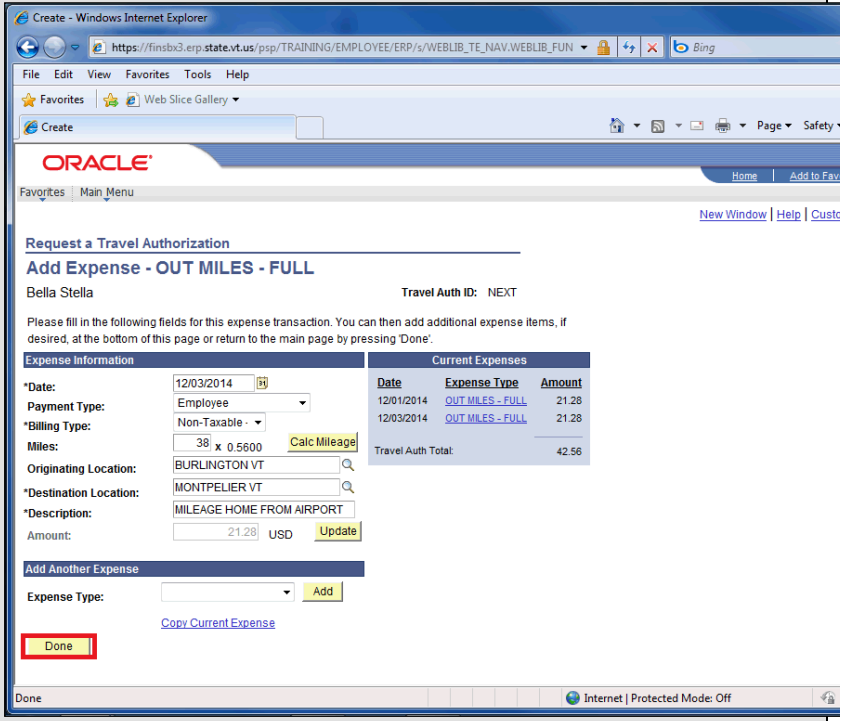
Step	Action
1.	<p>Copying expense lines can save time.</p> <p>To copy an expense line,</p> <p>Click the Copy Current Expense link.</p> <p>Copy Current Expense</p>

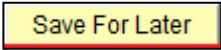
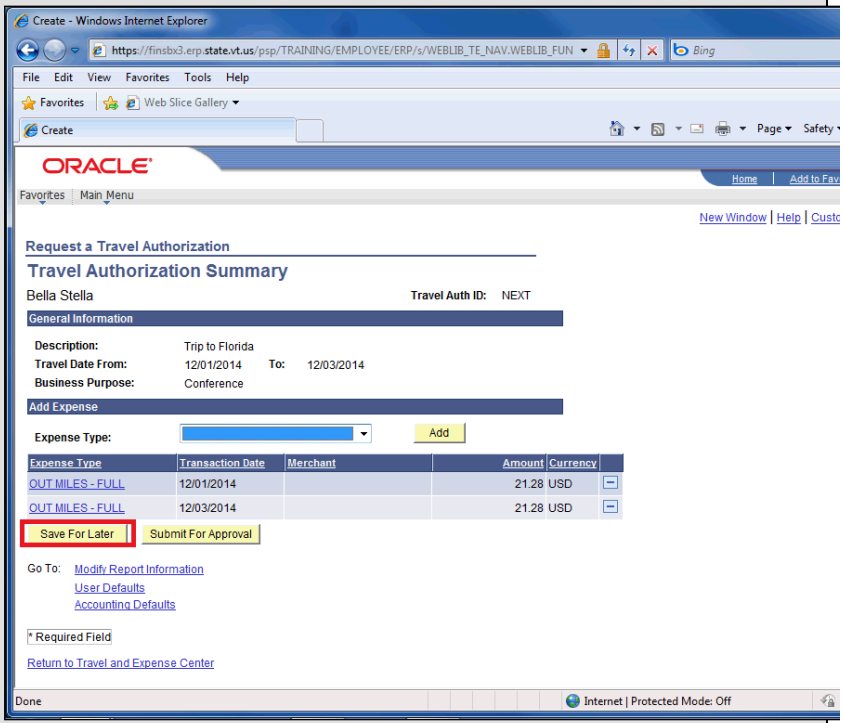



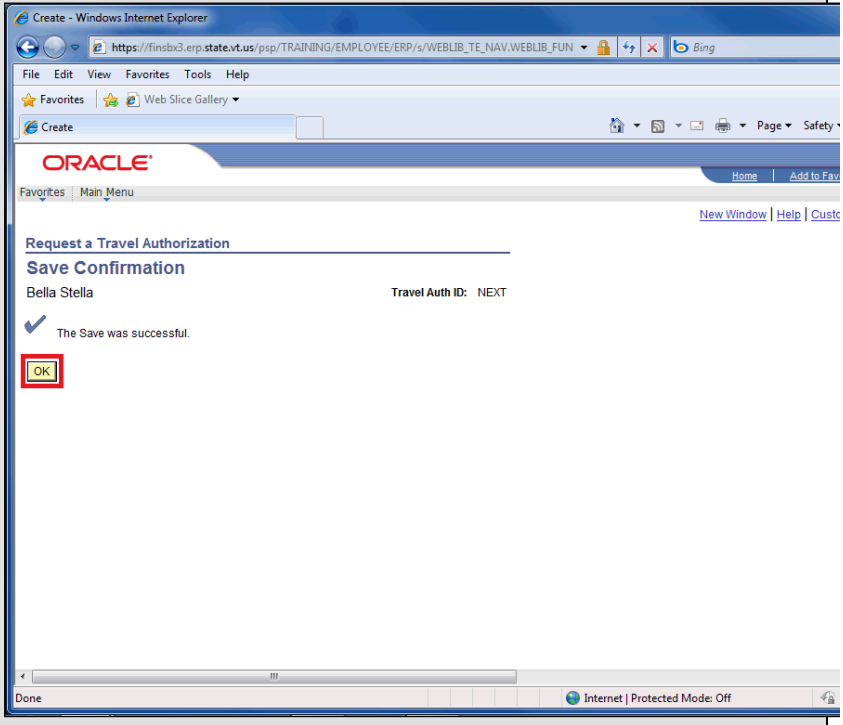
<p>The Current Expenses will list the additional expense line. If you want to go back to a previous line, click the link for the expense type in the Current Expenses box</p>	
Step	Action
2.	Update the expense information for the copied line
Step	Action
3.	After changes are made to the line, the Update button will need to be clicked



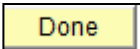
Save a Travel Authorization for Later

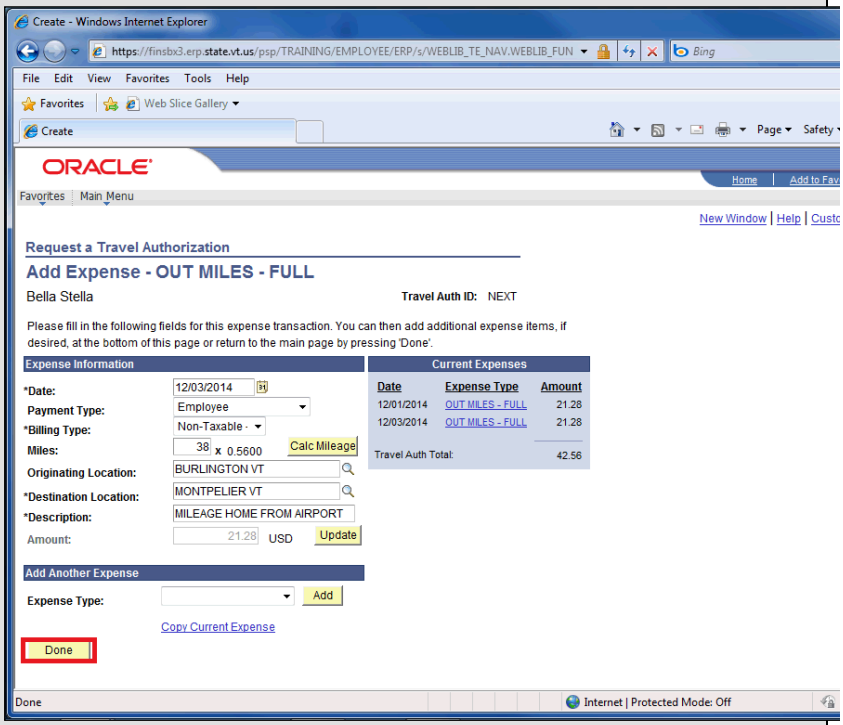
Step	Action	
1.	<p>When entering travel authorizations it is important to save often. We recommend saving after every one to two lines to avoid losing any work</p> <p>Click the Done button.</p> 	

Step	Action	
2.	<p>Click the Save For Later button.</p> 	

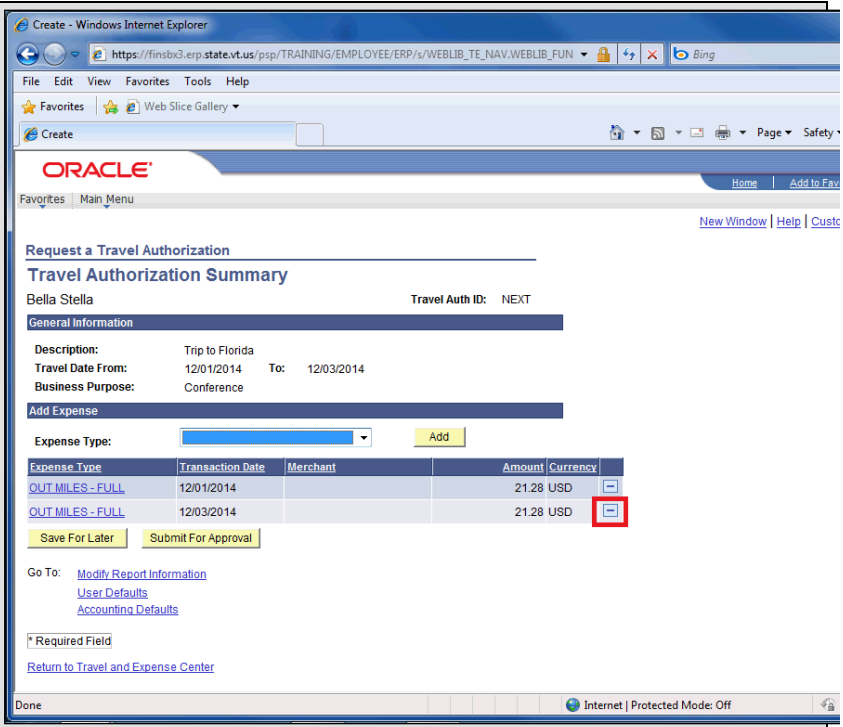
Step	Action	
3.	Click the OK button. 	 <p>The screenshot shows a web browser window titled 'Create - Windows Internet Explorer'. The address bar displays 'https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUN'. The page content includes the Oracle logo, navigation links (Home, Add to Fav), and a section titled 'Request a Travel Authorization'. Below this, a 'Save Confirmation' message is displayed for 'Bella Stella', indicating 'The Save was successful.' and showing a 'Travel Auth ID: NEXT'. An 'OK' button is highlighted with a red box.</p>

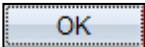
Delete expense line(s) for a Travel Authorization

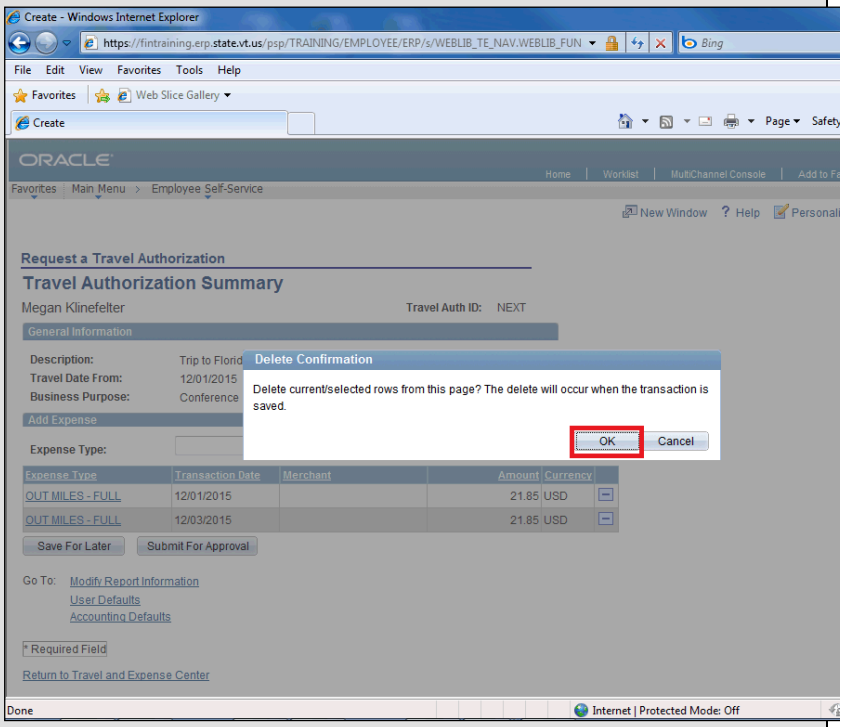
Step	Action
1.	<p>If you need to delete any expense lines you will need to return to the Travel Authorization Summary page.</p> <p>Click the Done button.</p> 



Step	Action
2.	<p>Click the Delete row for the line you want to delete.</p>



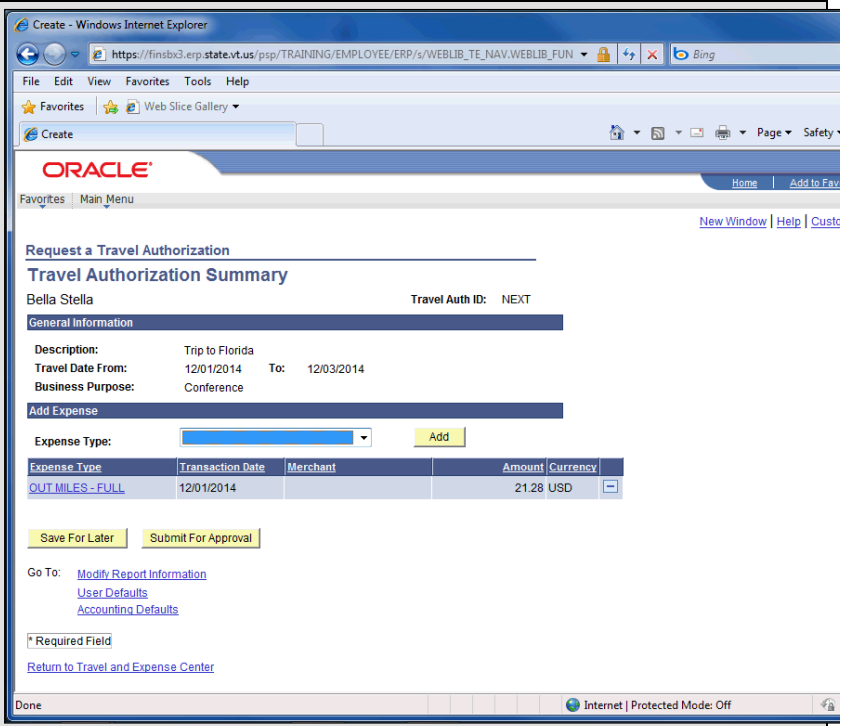
Step	Action
3.	Click the OK button. 



The screenshot shows the Oracle Travel Authorization Summary page for Megan Klinefelter. A 'Delete Confirmation' dialog box is open, asking 'Delete current selected rows from this page? The delete will occur when the transaction is saved.' The 'OK' button is highlighted with a red box.

Expense Type	Transaction Date	Merchant	Amount	Currency
OUT MILES - FULL	12/01/2015		21.85	USD
OUT MILES - FULL	12/03/2015		21.85	USD

Step	Action
4.	The line will no longer exist on the Travel Authorization.

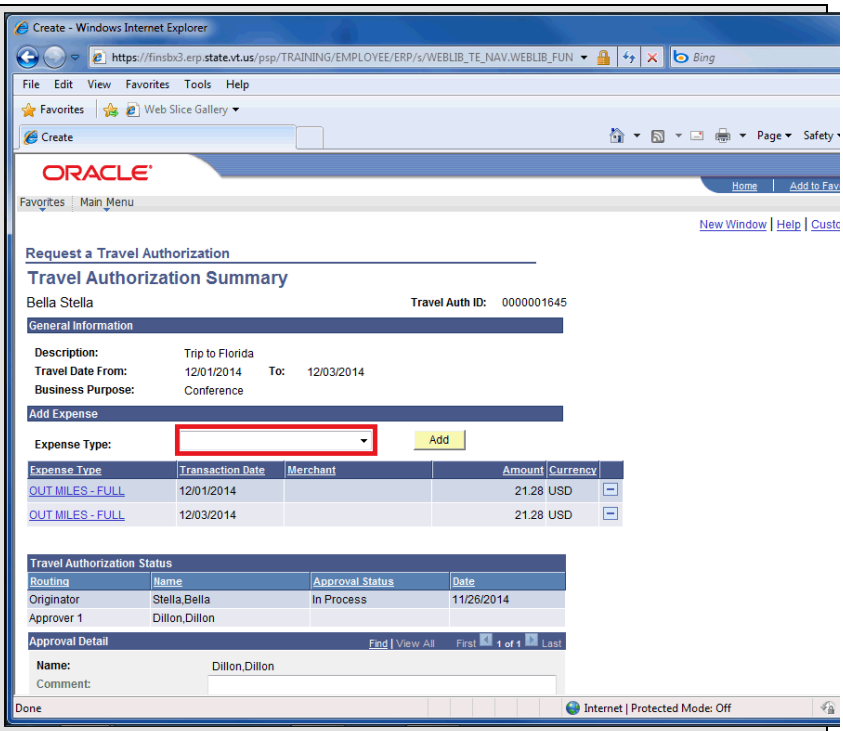


The screenshot shows the Oracle Travel Authorization Summary page for Bella Stella. The 'Expense Type' dropdown is set to 'OUT MILES - FULL'. The table below shows a single line item.

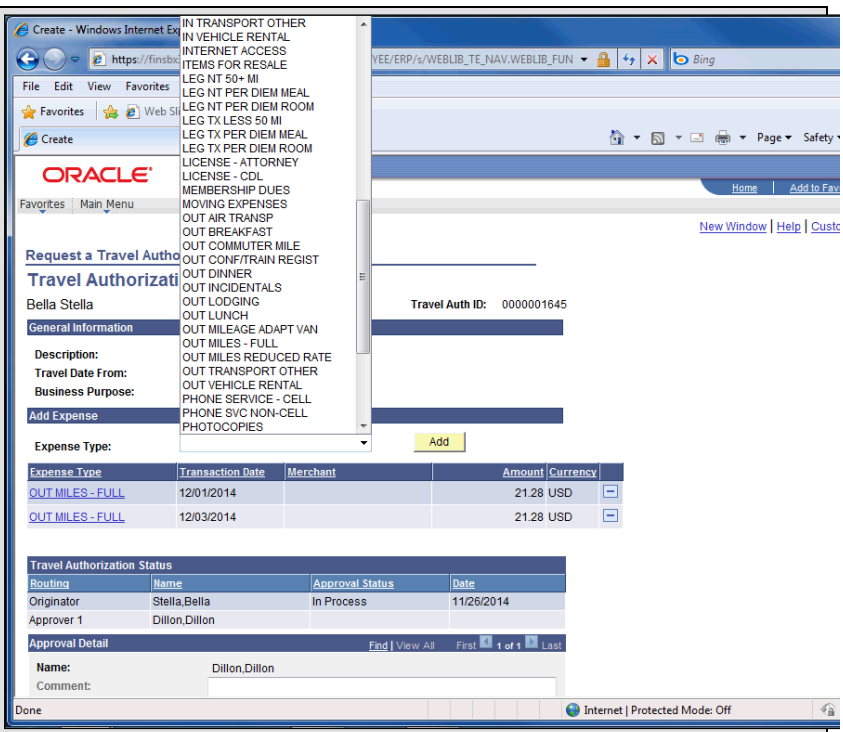
Expense Type	Transaction Date	Merchant	Amount	Currency
OUT MILES - FULL	12/01/2014		21.28	USD

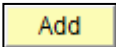
Add Lodging Expenses (Only when P-Card or Direct Bill is not possible)

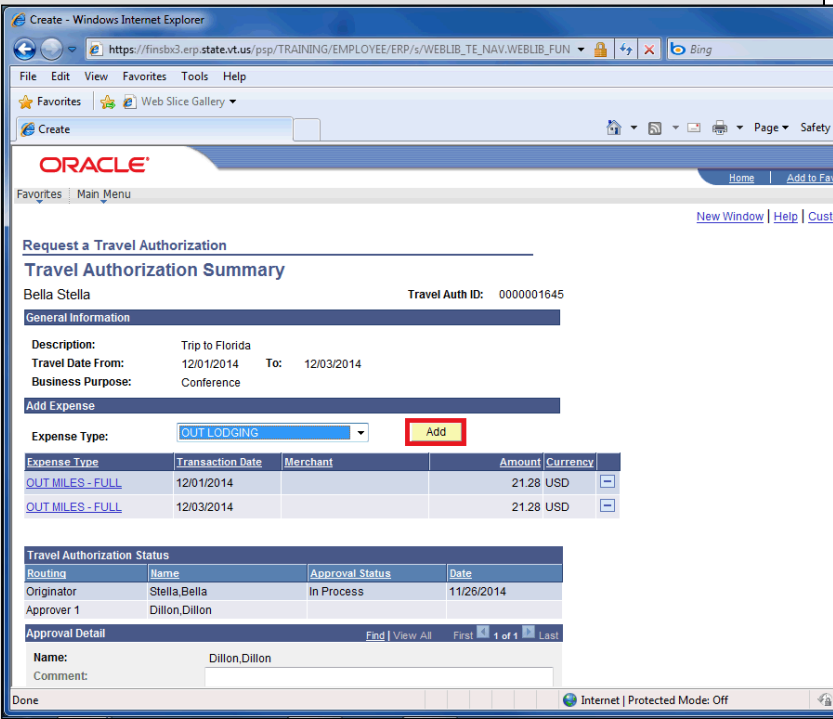
Step	Action
1.	<p>To add lodging expenses,</p> <p>Click the Expense Type list.</p> <p>NOTE: Every effort should be made to use a P-Card or direct vendor payment for lodging to avoid the need for reimbursement.</p>



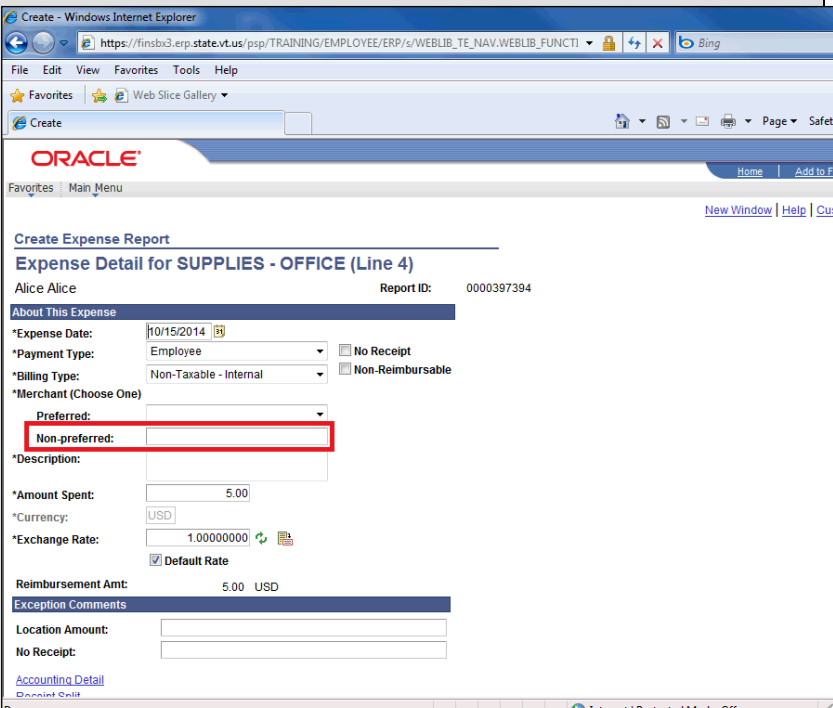
<p>Expense Types are listed in alphabetical order. See Bulletin 3.4 and the Expense Type list for guidance on Expense types. For Out-of-State travel, the Expense Type should be an "OUT" Expense type.</p>	
Step	Action
2.	<p>Select the OUT LODGING expense type from the list provided.</p> <p>The down arrow can be used to scroll through to see all available options.</p>



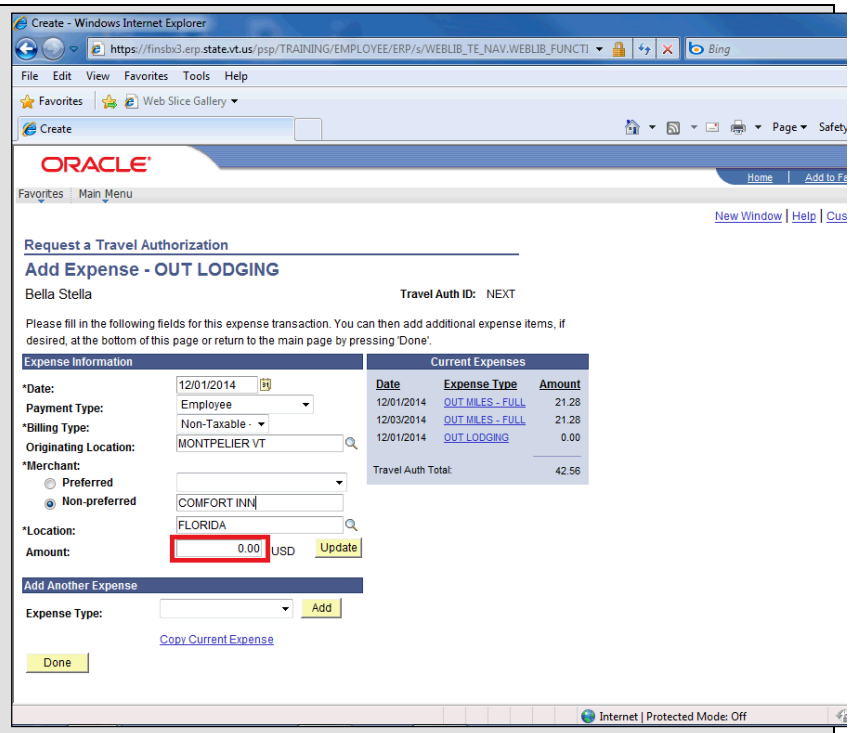
Step	Action
3.	Click the Add button. 



Step	Action
4.	NOTE: The State of Vermont doesn't list Preferred Merchants. Enter the place you will be staying into the Non-preferred field.



Step	Action
5.	Enter the estimated amount for the lodging for that night.
Step	Action
6.	Make any other adjustments needed for the expense line.



Oracle
Request a Travel Authorization
Add Expense - OUT LODGING
Bella Stella
Travel Auth ID: NEXT

Please fill in the following fields for this expense transaction. You can then add additional expense items, if desired, at the bottom of this page or return to the main page by pressing 'Done'.

Expense Information		Current Expenses	
*Date:	12/01/2014	Date	Expense Type Amount
Payment Type:	Employee	12/01/2014	OUT MILES - FULL 21.28
*Billing Type:	Non-Taxable	12/03/2014	OUT MILES - FULL 21.28
Originating Location:	MONTPELIER VT	12/01/2014	OUT LODGING 0.00
*Merchant:	Preferred	Travel Auth Total: 42.56	
	Non-preferred		
*Location:	COMFORT INN		
Amount:	0.00 USD		

Update

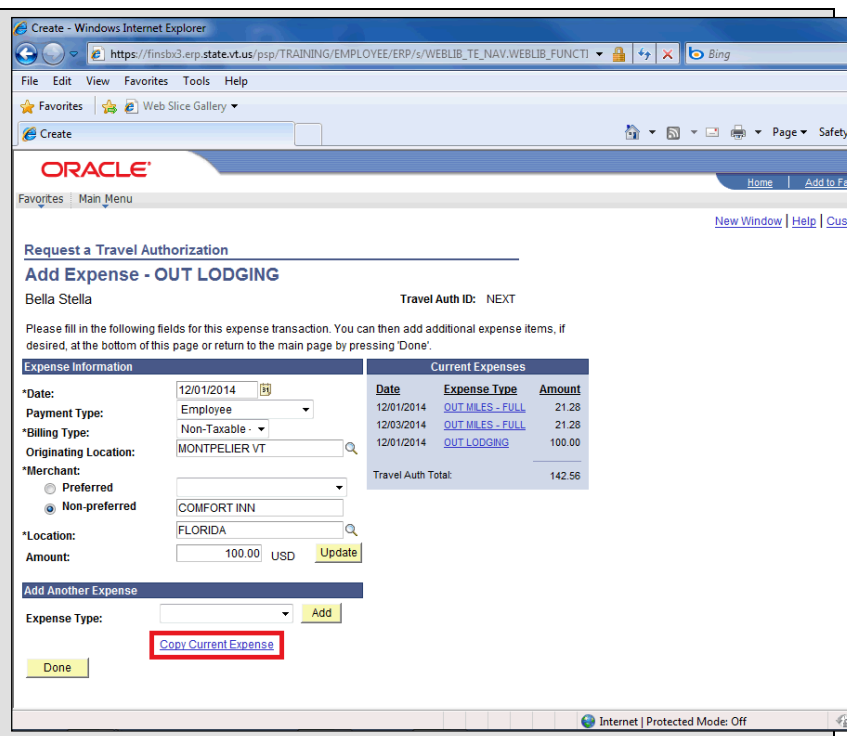
Add Another Expense

Expense Type: Add

Copy Current Expense

Done

Step	Action
7.	Copy the expense line to any additional dates you will be staying overnight and make any necessary changes.



Oracle
Request a Travel Authorization
Add Expense - OUT LODGING
Bella Stella
Travel Auth ID: NEXT

Please fill in the following fields for this expense transaction. You can then add additional expense items, if desired, at the bottom of this page or return to the main page by pressing 'Done'.

Expense Information		Current Expenses	
*Date:	12/01/2014	Date	Expense Type Amount
Payment Type:	Employee	12/01/2014	OUT MILES - FULL 21.28
*Billing Type:	Non-Taxable	12/03/2014	OUT MILES - FULL 21.28
Originating Location:	MONTPELIER VT	12/01/2014	OUT LODGING 100.00
*Merchant:	Preferred	Travel Auth Total: 142.56	
	Non-preferred		
*Location:	COMFORT INN		
Amount:	100.00 USD		

Update

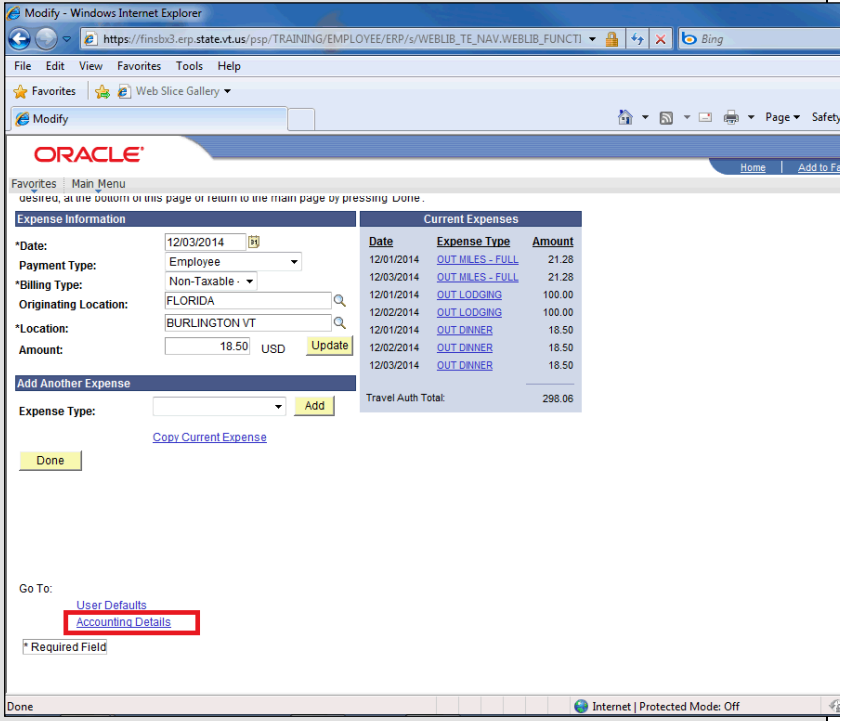
Add Another Expense

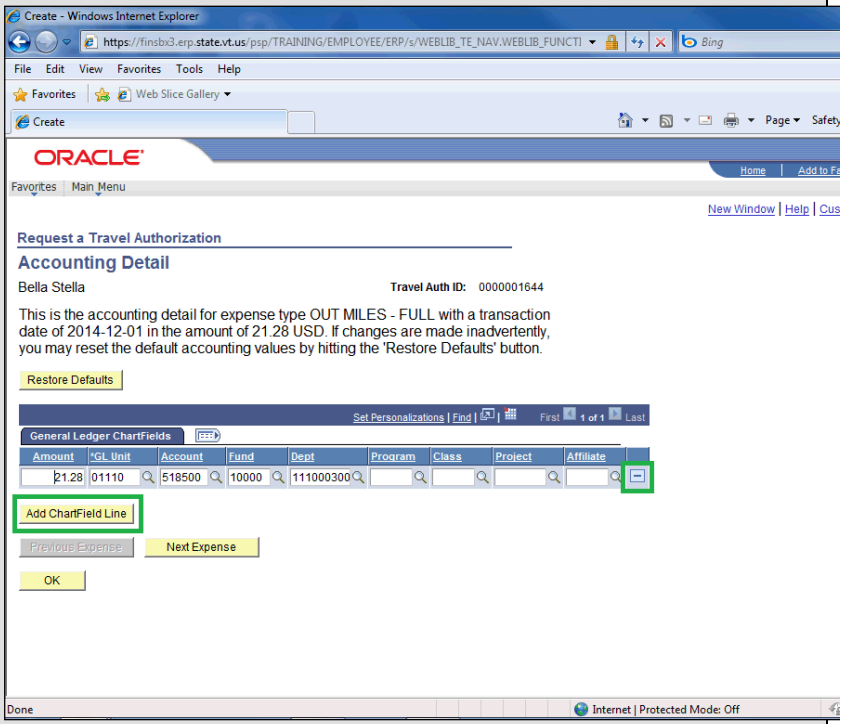
Expense Type: Add

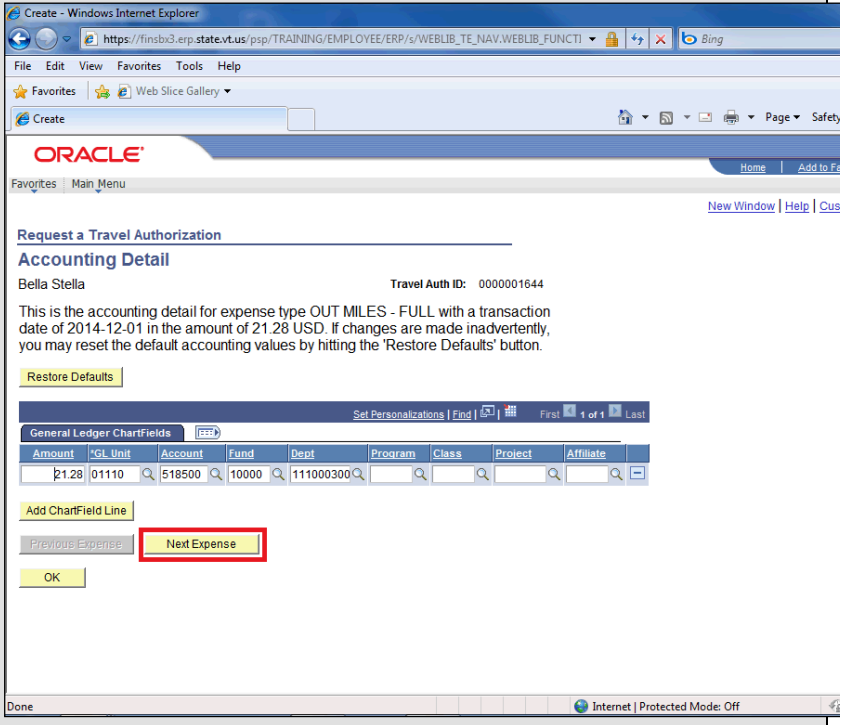
Copy Current Expense

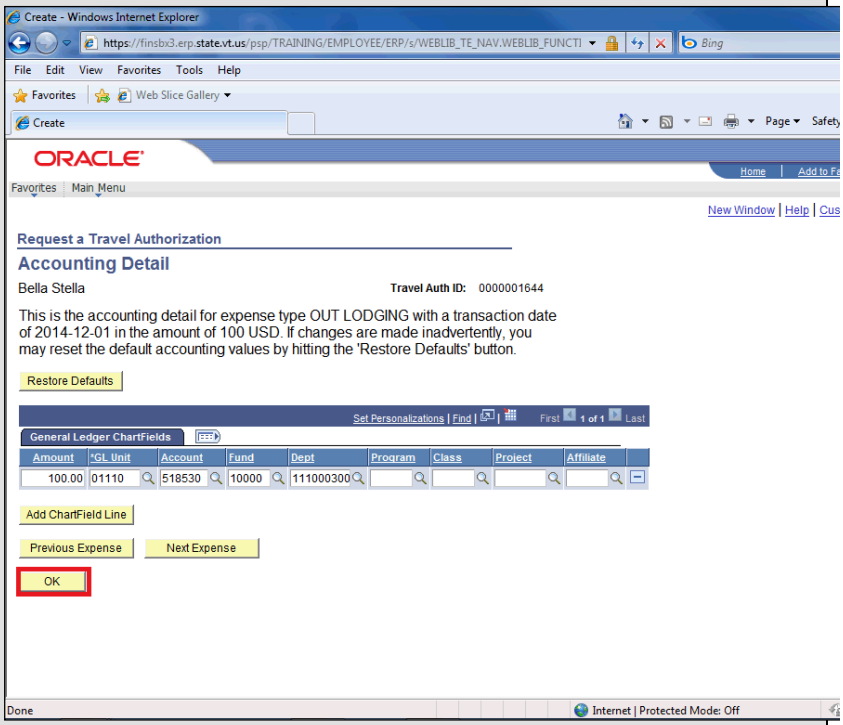
Done

Verify/Change accounting detail for expense line(s)

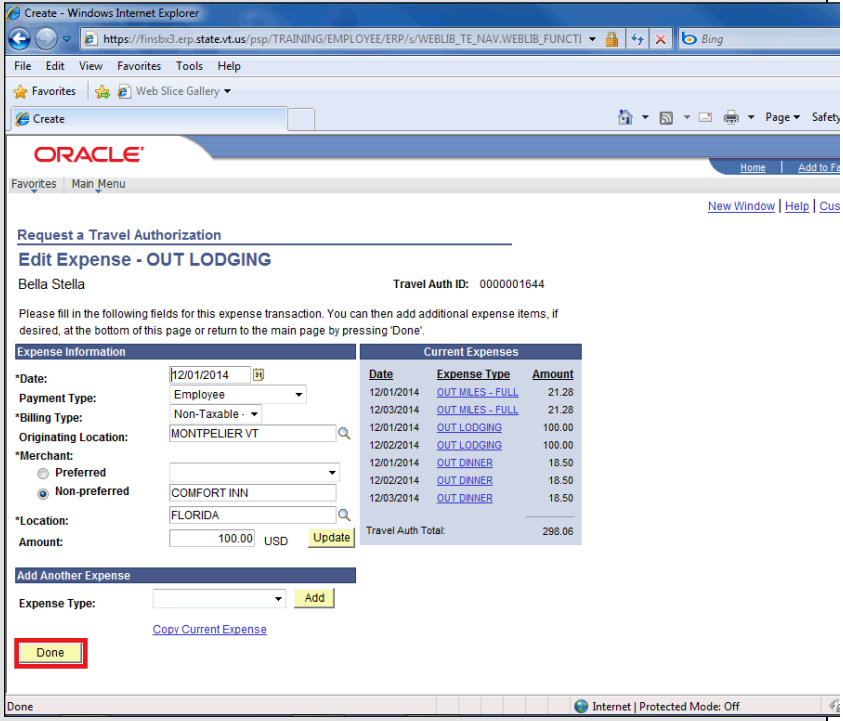
Step	Action	
1.	<p>The accounting detail link is located toward the bottom of screen on the Add Expense page</p> <p>Click the Accounting Details link.</p> <p>Accounting Details</p>	

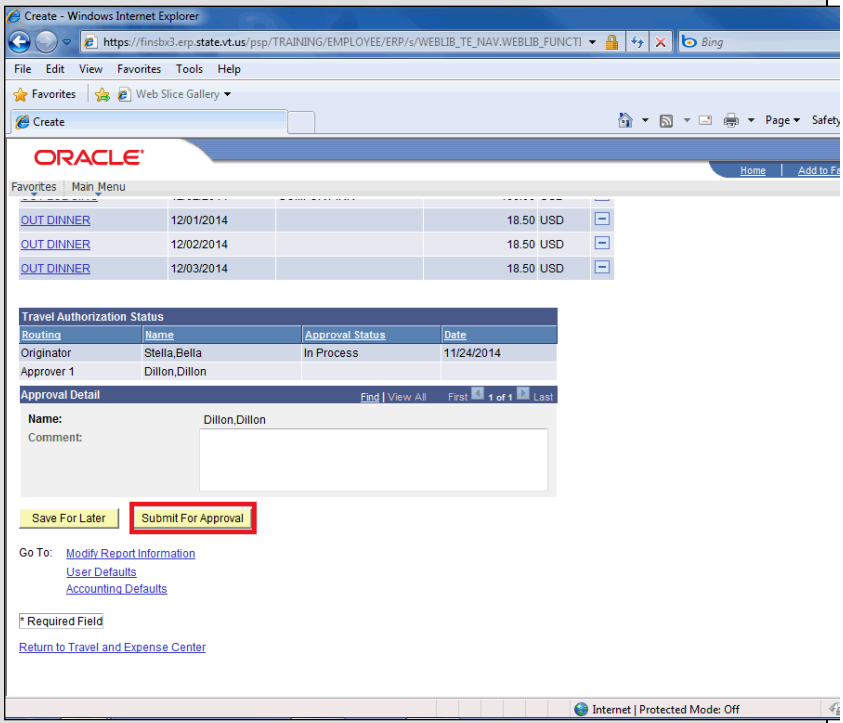
Step	Action	
2.	<p>Lines can be added by clicking the Add Chartfield button and they can be deleted by clicking the minus button next to the line.</p> <p>NOTE: The account code and GL Unit should never be changed.</p>	

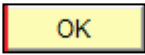
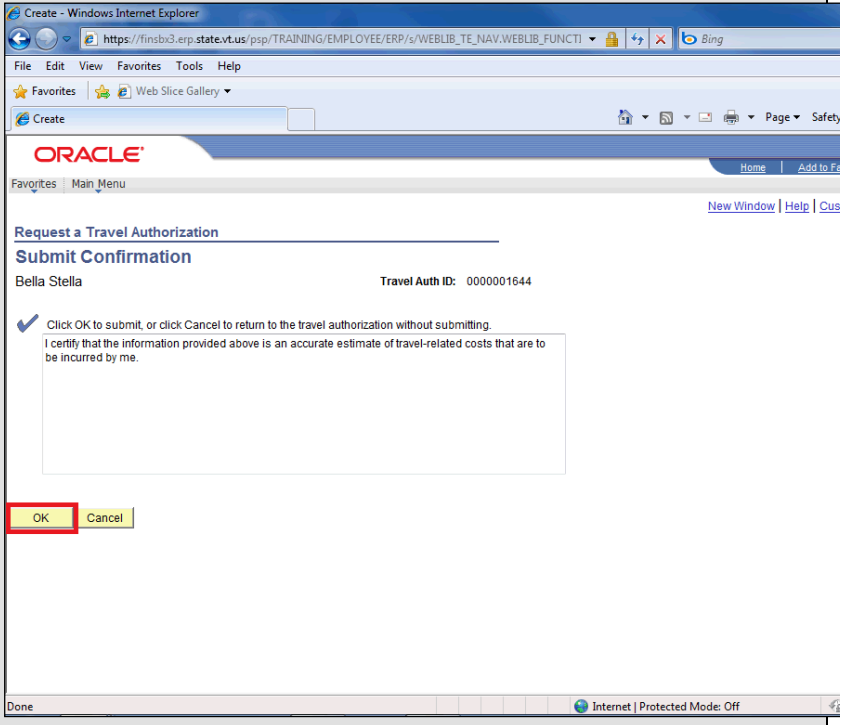
Step	Action	
3.	<p>To see the accounting detail for the next line,</p> <p>Click the Next Expense button.</p> <p>Next Expense</p>	


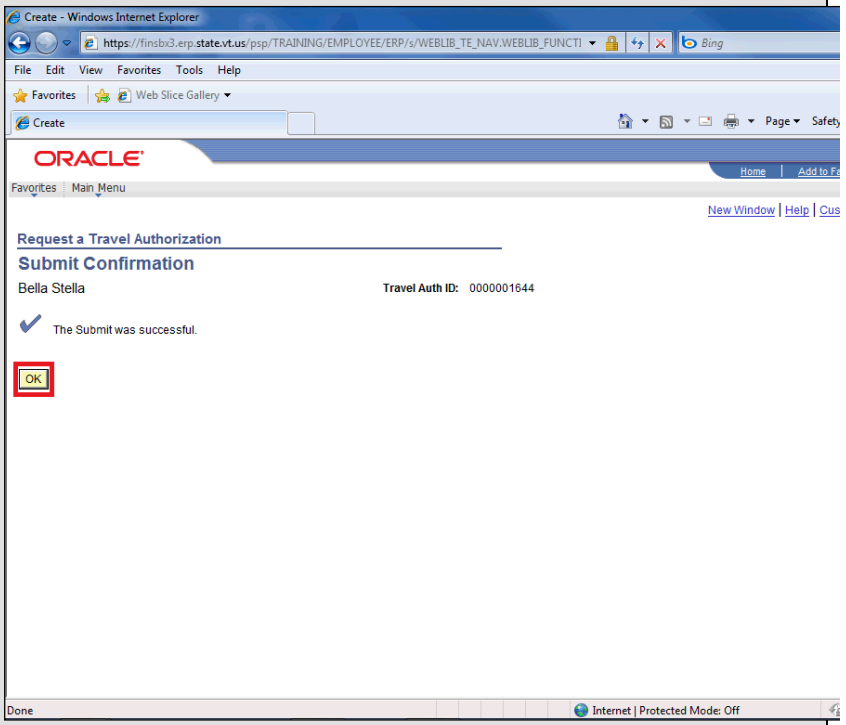
Step	Action	
4.	<p>Once all the accounting details have been reviewed,</p> <p>Click the OK button.</p> <p>OK</p>	

Submit for Approval

Step	Action	
1.	<p>To submit the authorization for approval,</p> <p>Click the Done button.</p> <p>Done</p>	 <p>The screenshot shows the Oracle Expense System interface. The page title is 'Edit Expense - OUT LODGING'. The user is Bella Stella. The Travel Auth ID is 0000001644. The page contains sections for 'Expense Information' and 'Current Expenses'. The 'Expense Information' section includes fields for Date (12/01/2014), Payment Type (Employee), Billing Type (Non-Taxable), Originating Location (MONTPELIER VT), Merchant (Preferred/Non-preferred), and Location (FLORIDA). The 'Current Expenses' section shows a table of expenses with columns for Date, Expense Type, and Amount. The 'Done' button is highlighted with a red box.</p>

Step	Action	
2.	<p>Click the Submit For Approval button.</p> <p>Submit For Approval</p> <p>You might have to scroll down the screen if you don't see the button.</p>	 <p>The screenshot shows the Oracle Expense System interface. The page title is 'Travel Authorization Status'. The page contains sections for 'Routing', 'Approval Status', and 'Approval Detail'. The 'Routing' section shows the originator (Stella, Bella) and approver (Dillon, Dillon). The 'Approval Status' section shows the status (In Process) and date (11/24/2014). The 'Approval Detail' section shows the name (Dillon, Dillon) and a comment field. The 'Submit For Approval' button is highlighted with a red box.</p>

Step	Action	
3.	After reading the certification statement, click the OK button. 	 <p>Oracle Request a Travel Authorization Submit Confirmation Bella Stella Travel Auth ID: 0000001644 Click OK to submit, or click Cancel to return to the travel authorization without submitting. I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me. OK Cancel</p>

Step	Action	
4.	Click the OK button. 	 <p>Oracle Request a Travel Authorization Submit Confirmation Bella Stella Travel Auth ID: 0000001644 The Submit was successful. OK</p>

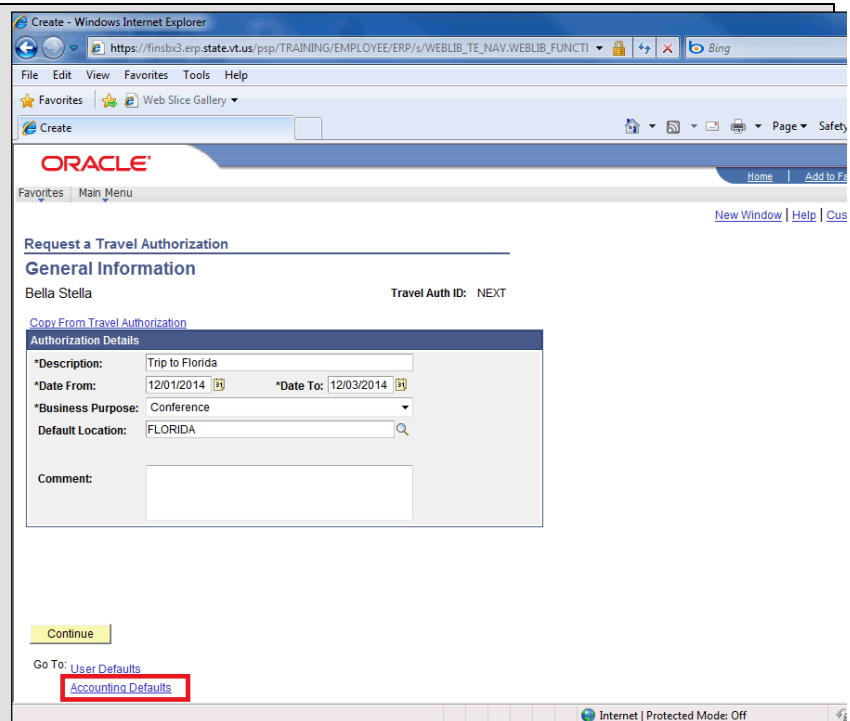
The Travel Authorization has been routed to your supervisor for approval.

Change default accounting for Travel Authorization

If you have split funding or your accounting information is going to be different than your default accounting, it can be changed by clicking on the Accounting Defaults link on the General Information page.

NOTE: This will need to be done prior to adding any expense lines.

- | Step | Action |
|------|---|
| 1. | Click the Accounting Defaults link.
Accounting Defaults |



Oracle - Windows Internet Explorer

https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI

File Edit View Favorites Tools Help

Favorites Web Slice Gallery

Create

ORACLE

Favorites Main Menu

Home Add to F

New Window Help Cus

Request a Travel Authorization

General Information

Bella Stella Travel Auth ID: NEXT

Copy From Travel Authorization

Authorization Details

*Description: Trip to Florida

*Date From: 12/01/2014 *Date To: 12/03/2014

*Business Purpose: Conference

Default Location: FLORIDA

Comment:

Continue

Go To: [User Defaults](#) **[Accounting Defaults](#)**

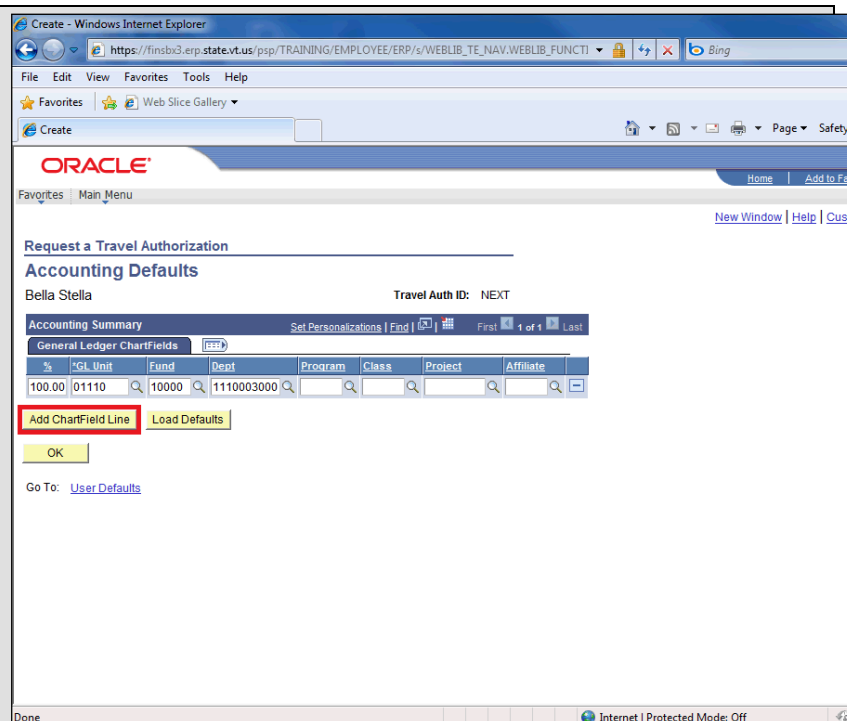
Internet Protected Mode: Off

- | Step | Action |
|------|---|
| 2. | Make any necessary changes to the chartfields.

NOTE: The GL unit should never be changed. |

- | Step | Action |
|------|---|
| 3. | To add an additional expense line,

Click the Add ChartField Line button.
Add ChartField Line |



Oracle - Windows Internet Explorer

https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI

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Create

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New Window Help Cus

Request a Travel Authorization

Accounting Defaults

Bella Stella Travel Auth ID: NEXT

Accounting Summary

General Ledger ChartFields

%	GL Unit	Fund	Dept	Program	Class	Project	Affiliate
100.00	01110	10000	11100003000				

Add ChartField Line Load Defaults

OK

Go To: [User Defaults](#)

Done

Internet Protected Mode: Off

Step	Action
4.	Update the percentage and chartfields for each line

Create - Windows Internet Explorer

https://fmsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTIONI... Bung

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New Window Help Cus

Request a Travel Authorization

Accounting Defaults

Bella Stella Travel Auth ID: NEXT

Accounting Summary Set Personalizations Find 1-2 of 2 Last

General Ledger ChartFields

%	GL Unit	Fund	Dept	Program	Class	Project	Affiliate
50	01110	10000	1110003000				
50	01110	10000	1110003000				

Add ChartField Line Load Defaults

OK

Go To: [User Defaults](#)

Internet | Protected Mode: Off

Step	Action
5.	<p>Click the OK button.</p> <p>OK</p>

Create - Windows Internet Explorer

https://finsb3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI

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New Window Help Cus

Request a Travel Authorization

Accounting Defaults

Bella Stella

Travel Auth ID: NEXT

Accounting Summary

Set Personalizations Find 1-2 of 2 Last

General Ledger ChartFields

%	GL Unit	Fund	Dept	Program	Class	Project	Affiliate
50	01110	10000	1110003000				
50	01110	22005	1110003000				

Add ChartField Line Load Defaults

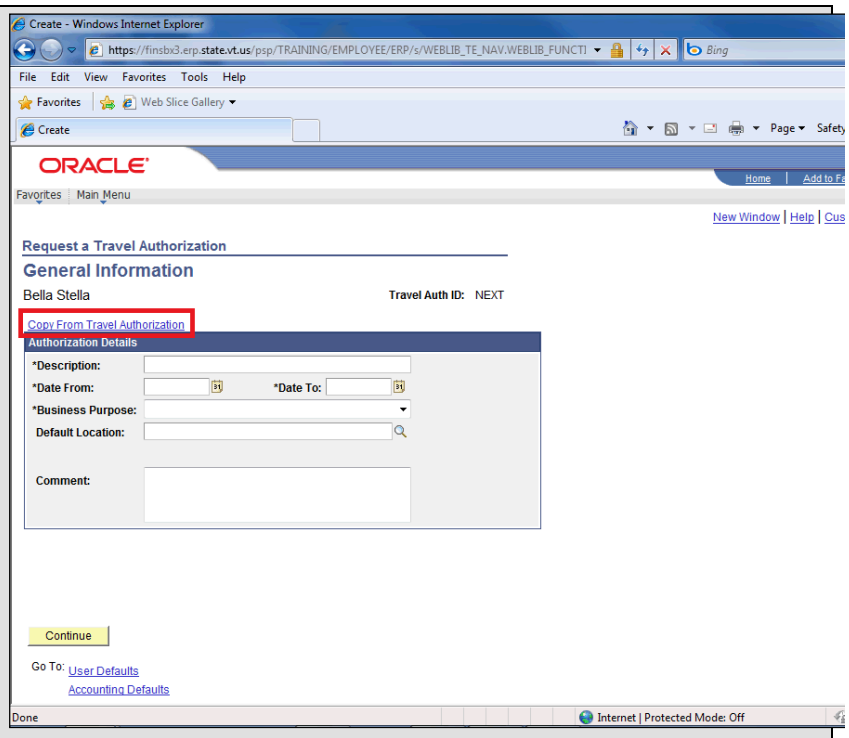
OK

Go To: [User Defaults](#)

Internet | Protected Mode: Off

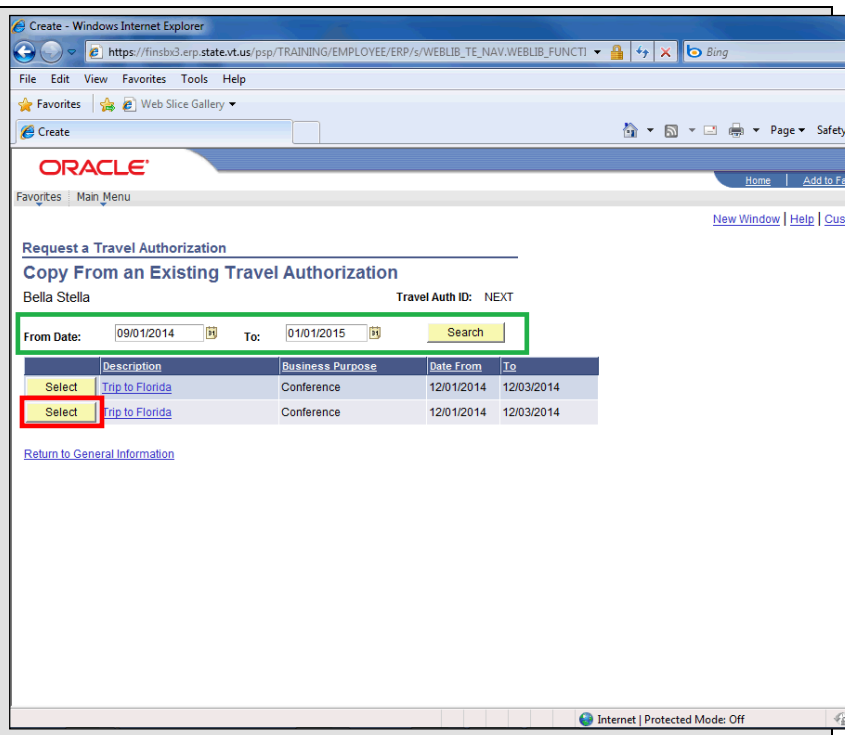
Copy a Travel Authorization

Step	Action
1.	<p>Copying from an existing Travel Authorization will copy the information from a prior Travel Authorization into a new one. This can save time when entering expenses.</p> <p>Click the Copy From Travel Authorization link.</p> <p>Copy From Travel Authorization</p>



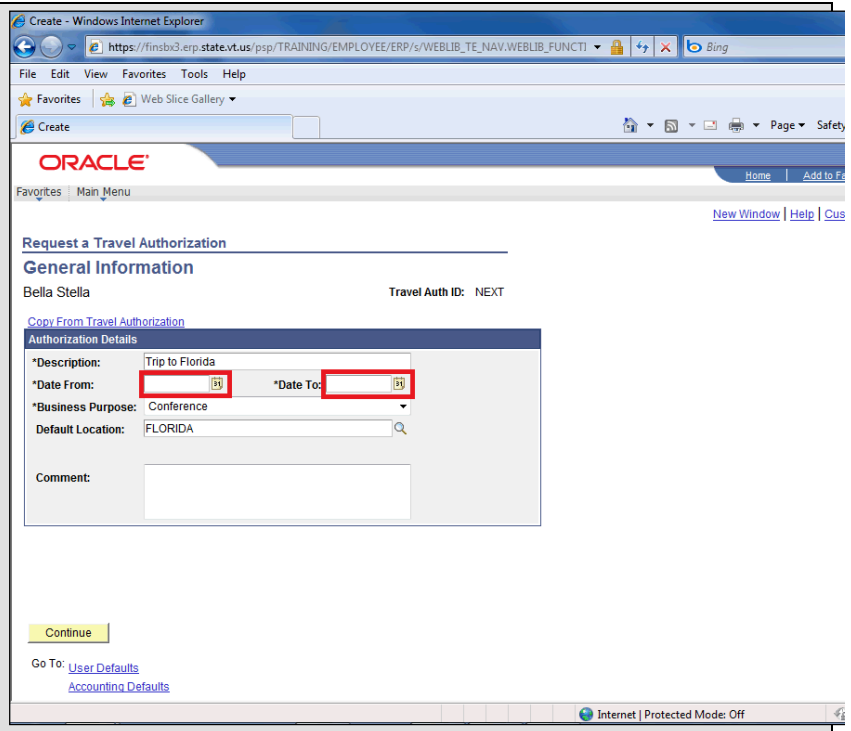
The screenshot shows the Oracle Travel Authorization interface. The 'Copy From Travel Authorization' link is highlighted with a red rectangular box. The interface includes a header with the Oracle logo, a navigation menu, and a main content area with the title 'Request a Travel Authorization'. Below the title, there is a 'General Information' section with fields for 'Bella Stella' and 'Travel Auth ID: NEXT'. The 'Copy From Travel Authorization' link is located below the 'General Information' section. Below the link, there is an 'Authorization Details' section with fields for 'Description', 'Date From', 'Date To', 'Business Purpose', 'Default Location', and 'Comment'. A 'Continue' button is located at the bottom of the 'Authorization Details' section.

If you don't see the authorization you are looking for, it might be necessary to adjust the date range.	
Step	Action
2.	<p>Next to the Travel Authorization you want to copy,</p> <p>Click the Select button.</p> <p>Select</p>



The screenshot shows the Oracle Travel Authorization interface. The 'Select' button is highlighted with a red rectangular box. The interface includes a header with the Oracle logo, a navigation menu, and a main content area with the title 'Request a Travel Authorization'. Below the title, there is a 'Copy From an Existing Travel Authorization' section. This section includes a search bar with 'From Date' (09/01/2014) and 'To' (01/01/2015) fields, and a 'Search' button. Below the search bar, there is a table with columns: 'Select', 'Description', 'Business Purpose', 'Date From', and 'To'. The table contains two rows of data. The first row has a 'Select' button, 'Trip to Florida', 'Conference', '12/01/2014', and '12/03/2014'. The second row has a 'Select' button, 'Trip to Florida', 'Conference', '12/01/2014', and '12/03/2014'. A 'Return to General Information' link is located at the bottom of the table.

Step	Action
3.	Enter the date the trip will start on into the Date from field.
Step	Action
4.	Enter the end date of the trip into the Date To field. NOTE: Travel dates must be in the future. The system will not allow dates in the past.



Create - Windows Internet Explorer

https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI

File Edit View Favorites Tools Help

Oracle

Request a Travel Authorization

General Information

Bella Stella Travel Auth ID: NEXT

Copy From Travel Authorization

Authorization Details

*Description: Trip to Florida

*Date From: [12/9/14] *Date To: [12/12/14]

*Business Purpose: Conference

Default Location: FLORIDA

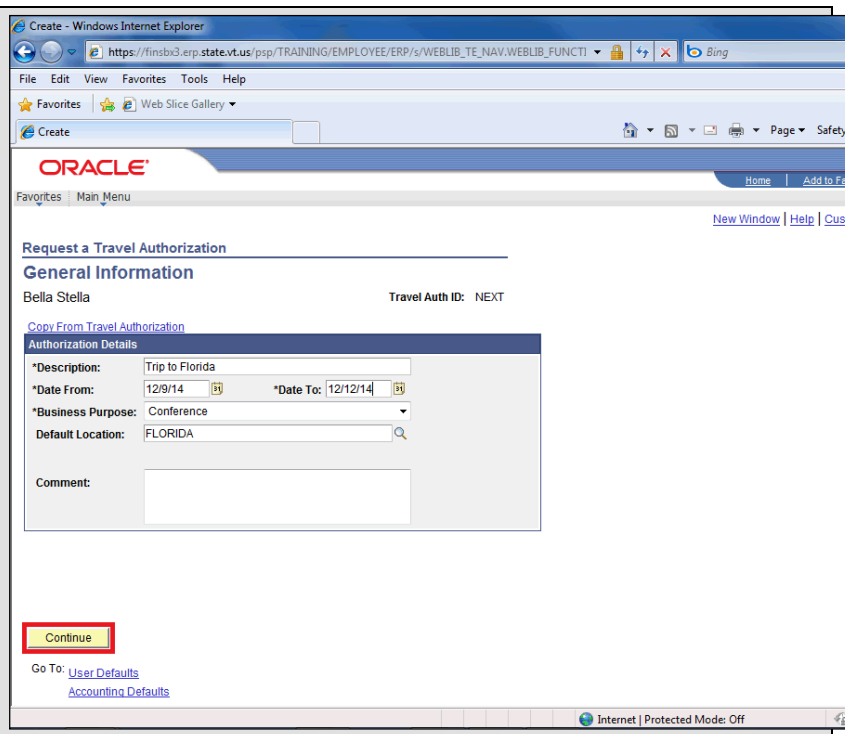
Comment:

Continue

Go To: [User Defaults](#) [Accounting Defaults](#)

Internet | Protected Mode: Off

Make any other changes needed to the General Information page	
Step	Action
5.	Click the Continue button.



Create - Windows Internet Explorer

https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI

File Edit View Favorites Tools Help

Oracle

Request a Travel Authorization

General Information

Bella Stella Travel Auth ID: NEXT

Copy From Travel Authorization

Authorization Details

*Description: Trip to Florida

*Date From: 12/9/14 *Date To: 12/12/14

*Business Purpose: Conference

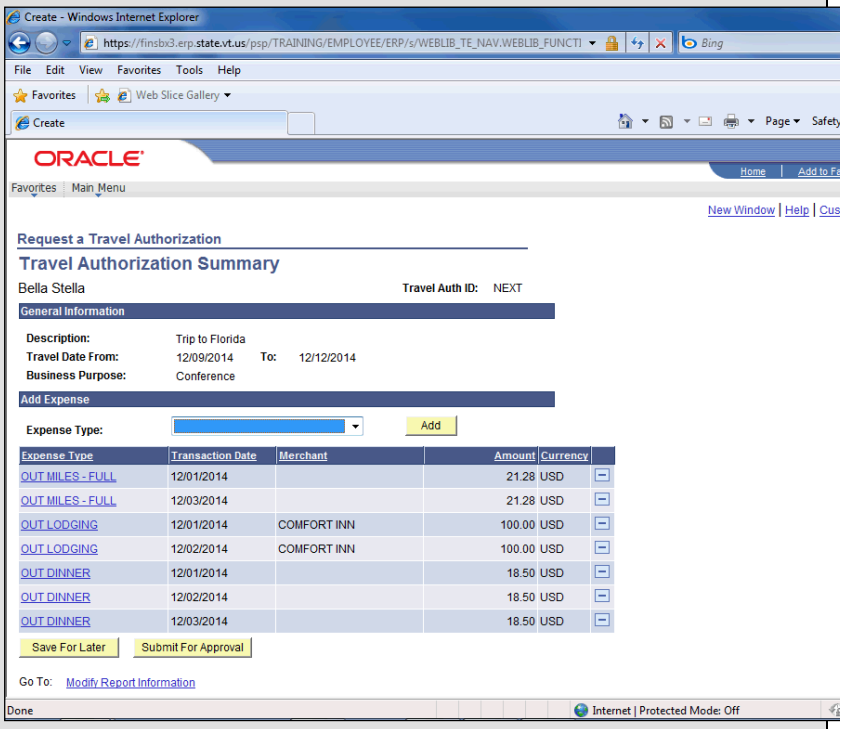
Default Location: FLORIDA

Comment:

Continue

Go To: [User Defaults](#) [Accounting Defaults](#)


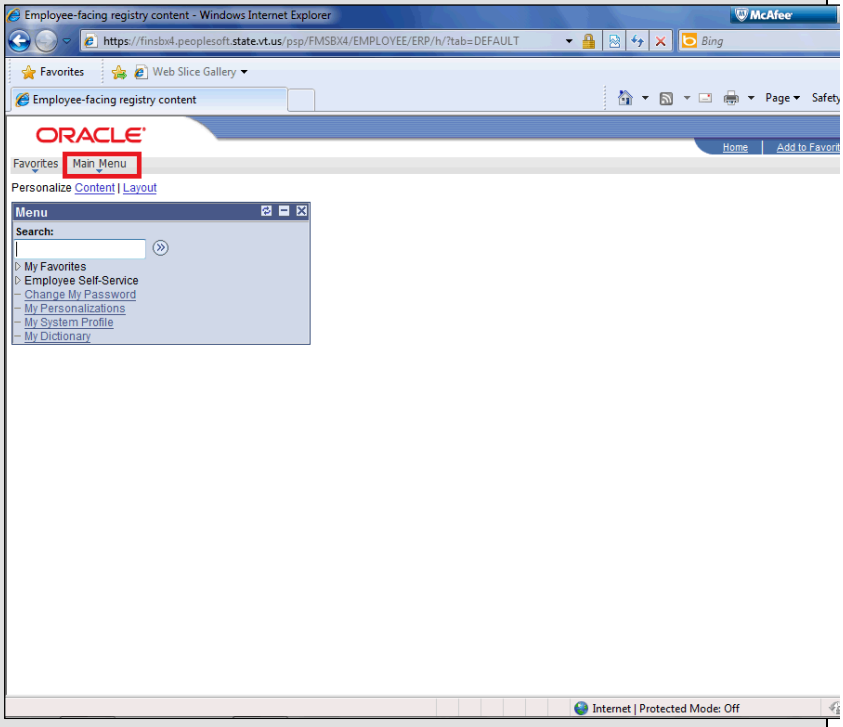
Internet | Protected Mode: Off


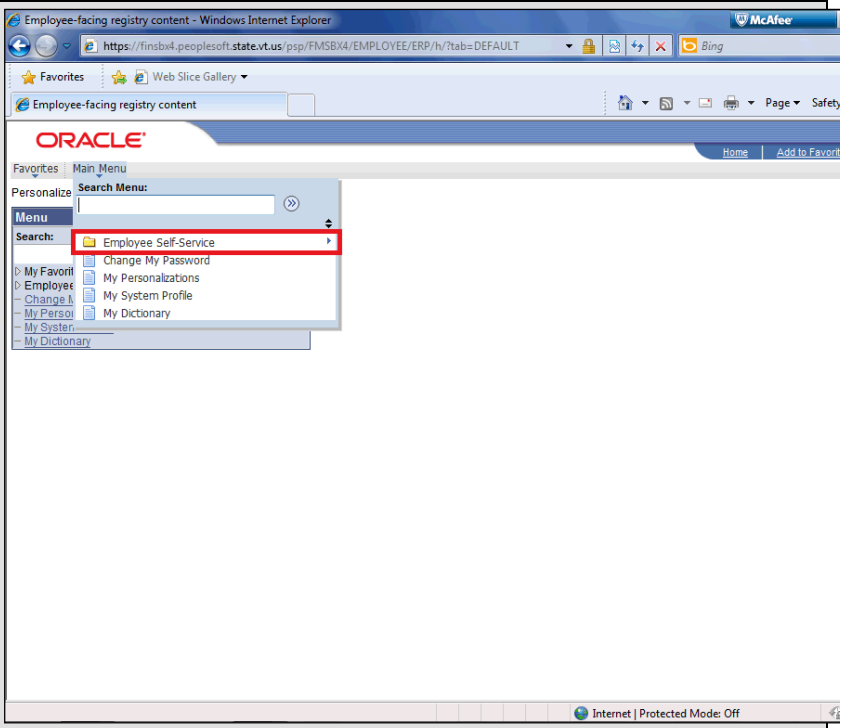
Step	Action	
6.	<p>The information from the copied Travel Authorization will have carried forward and changes will need to be made to reflect the current request.</p> <p>Reminder: Saving frequently is important when entering expenses.</p>	


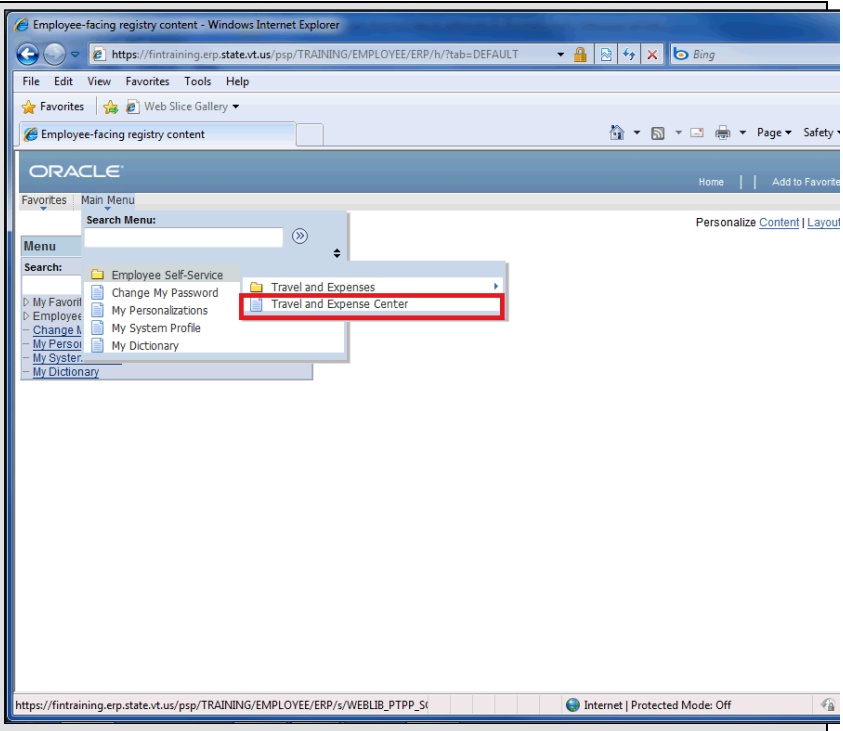
Modify a Travel Authorization


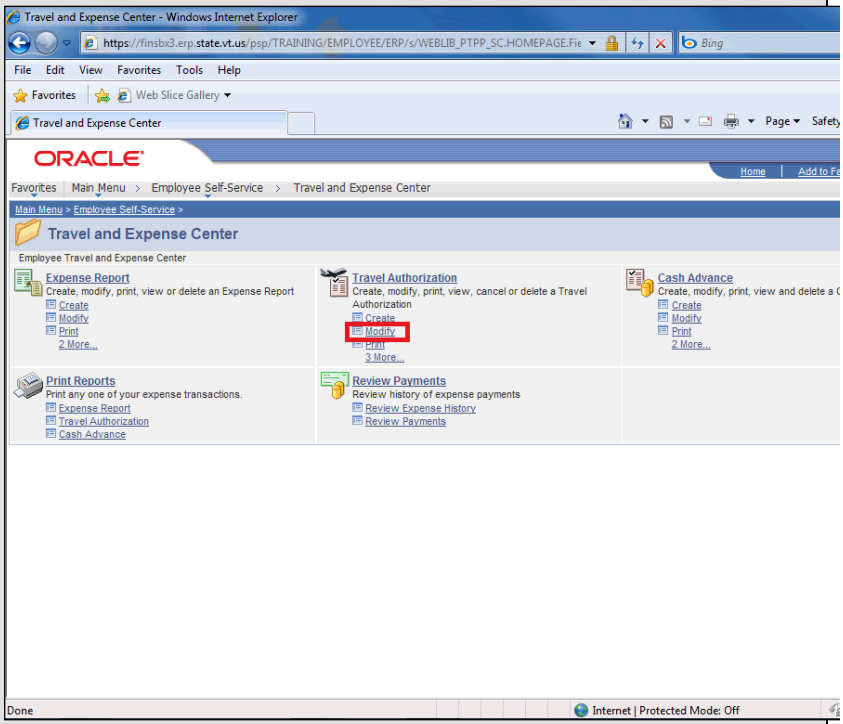
A Travel Authorization can be modified if it has been saved for later or sent back for revision.

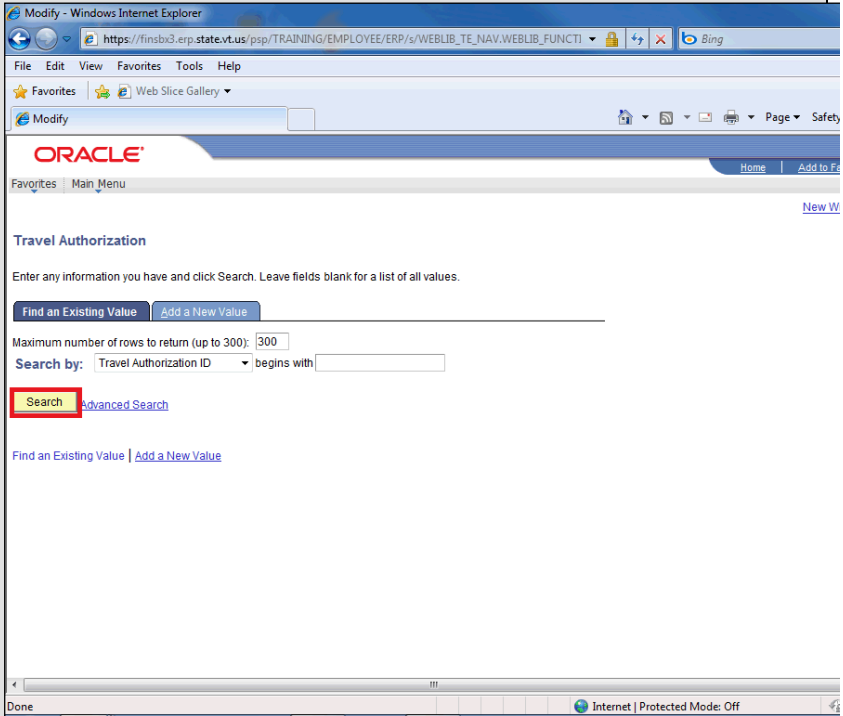
Please refer to Bulletin 3.4 (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Travel Authorizations.

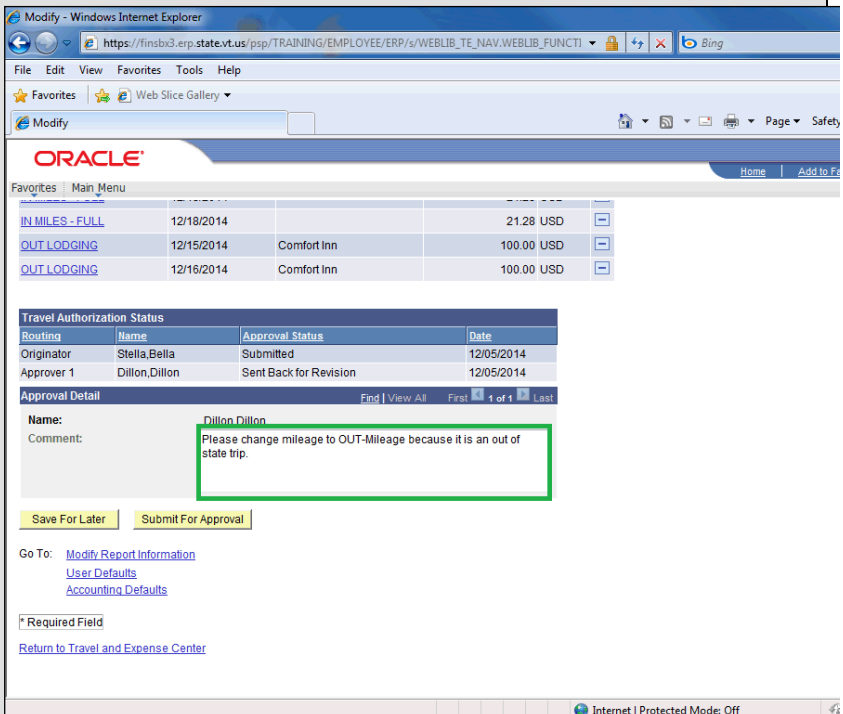
Step	Action	
1.	Click the Main Menu button. 	

Step	Action	
2.	Click the Employee Self-Service menu. 	

Step	Action	
3.	Click the Travel and Expense Center menu. 	


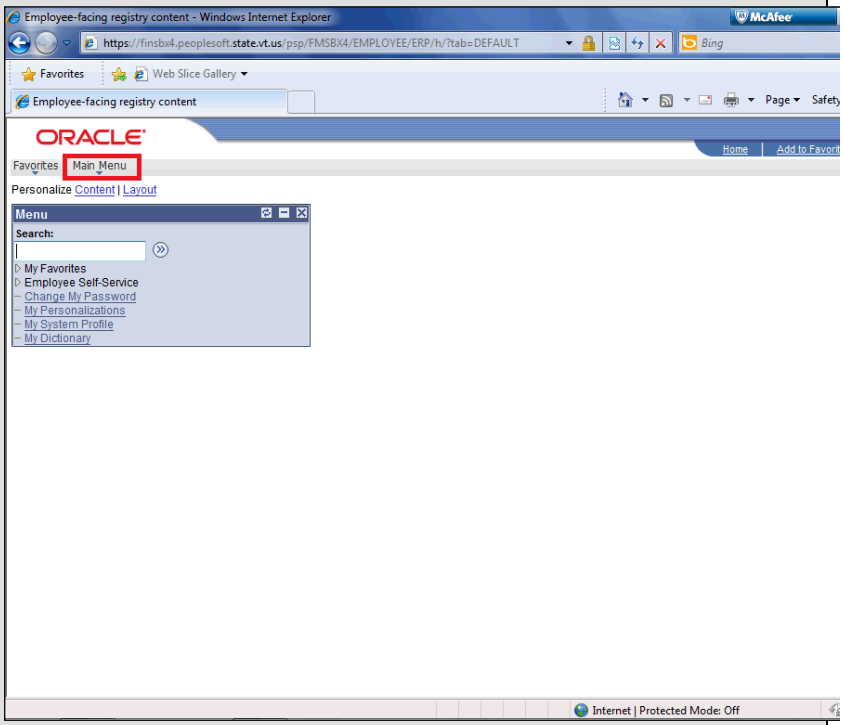
Step	Action	
4.	Under the Travel Authorization menu, Click the Modify link. 	


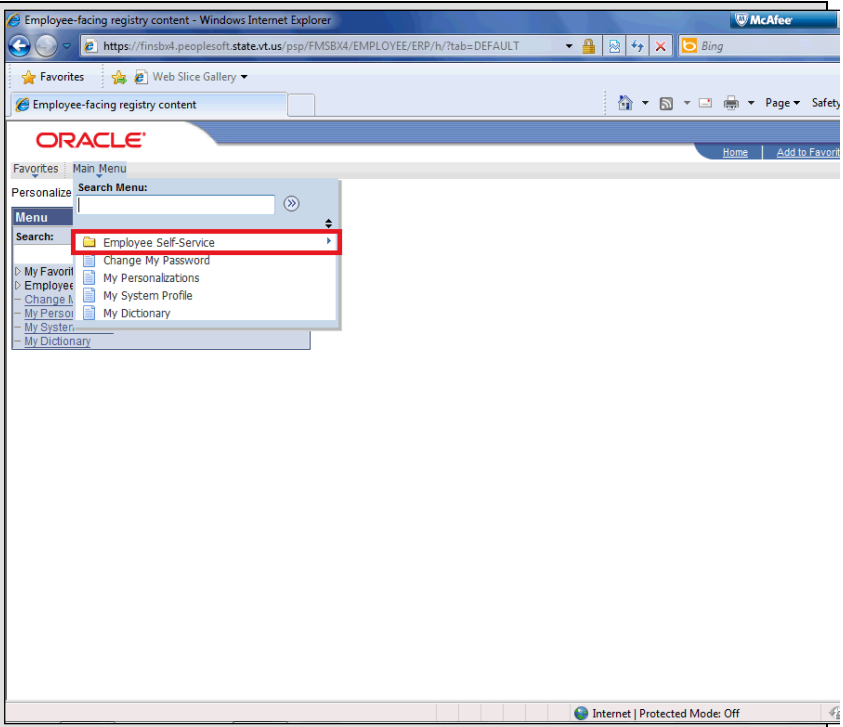
Step	Action	
5.	<p>Clicking the search button will list all authorizations in a pending status or if there is only one, it will bring us right into the authorization.</p> <p>Click the Search button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Search</div>	

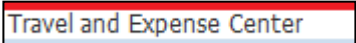
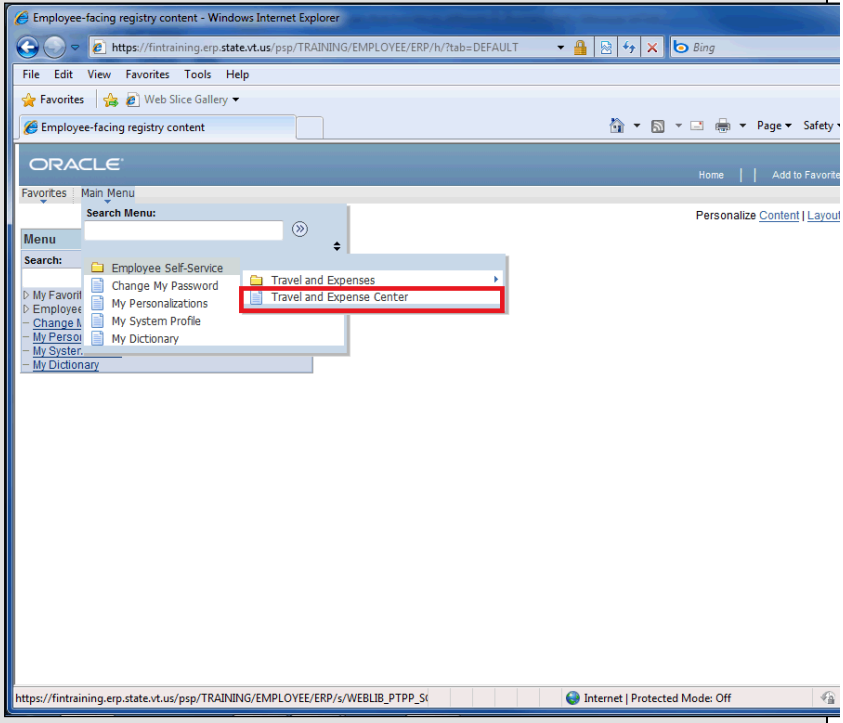
Step	Action	
6.	<p>A comment is required when sending an authorization back for revision. The comment will be at the bottom of the screen. You might need to scroll down if you don't already see it on your page.</p>	


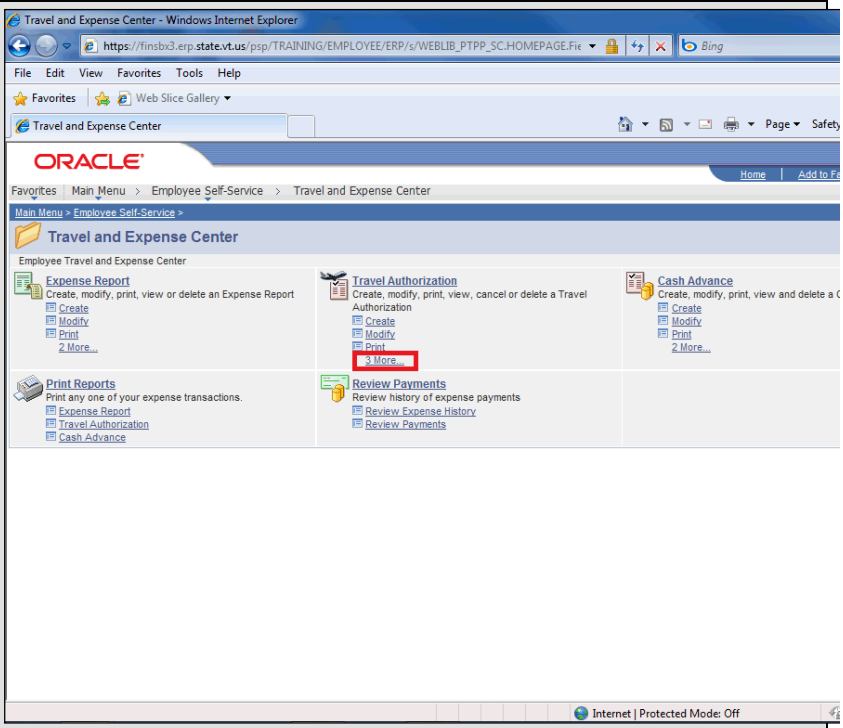
Changes can be made to the Travel Authorization like you would if you were entering the authorization. See Entering a Travel Authorization for more instruction. If an expense type needs to be changed, the line will need to be deleted and reentered with the correct expense type.


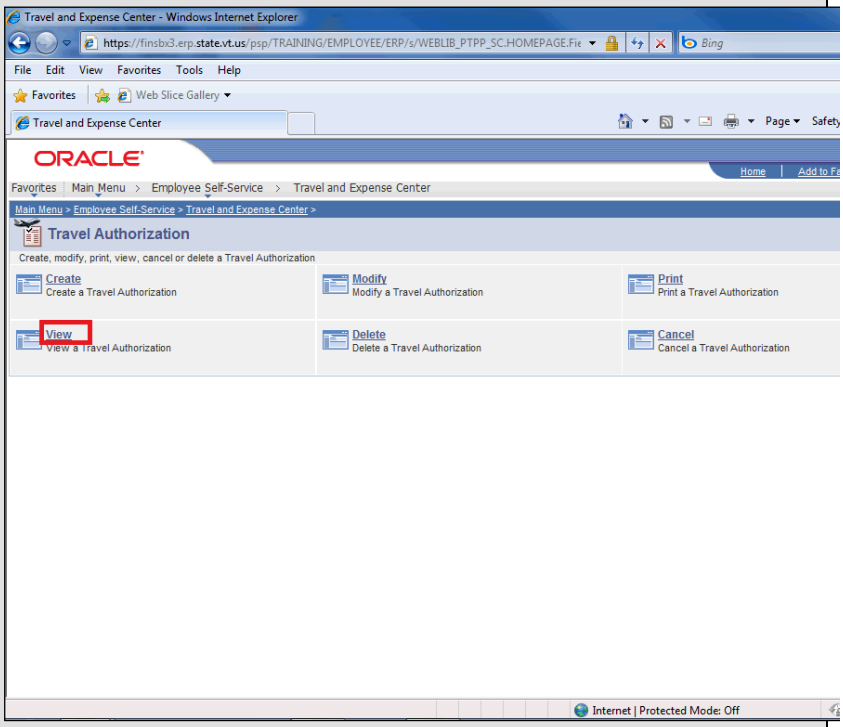
View Travel Authorization

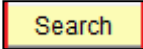
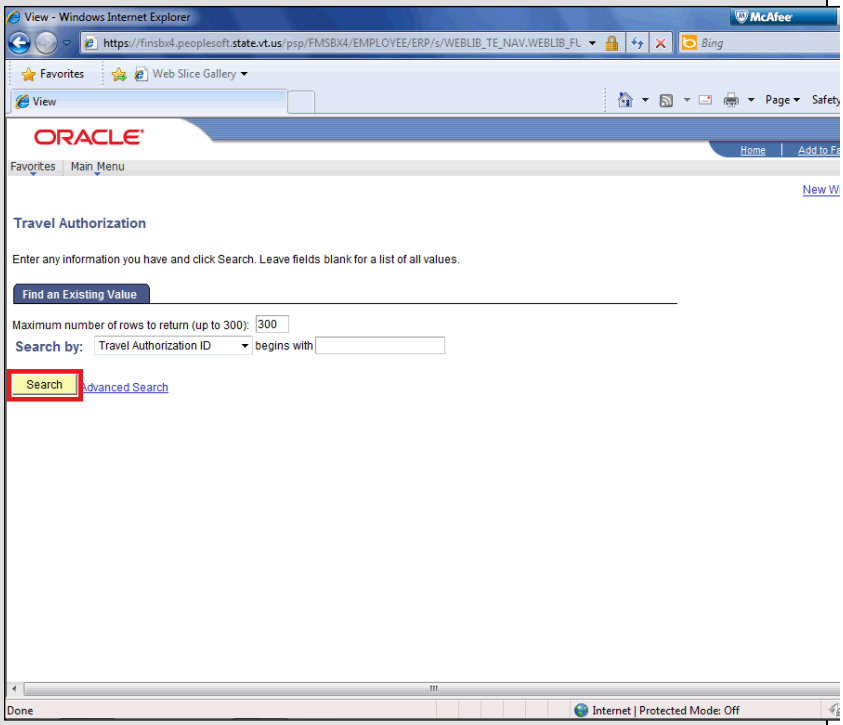
Step	Action	
1.	Click the Main Menu button. 	

Step	Action	
2.	Click on Employee Self-Service . 	

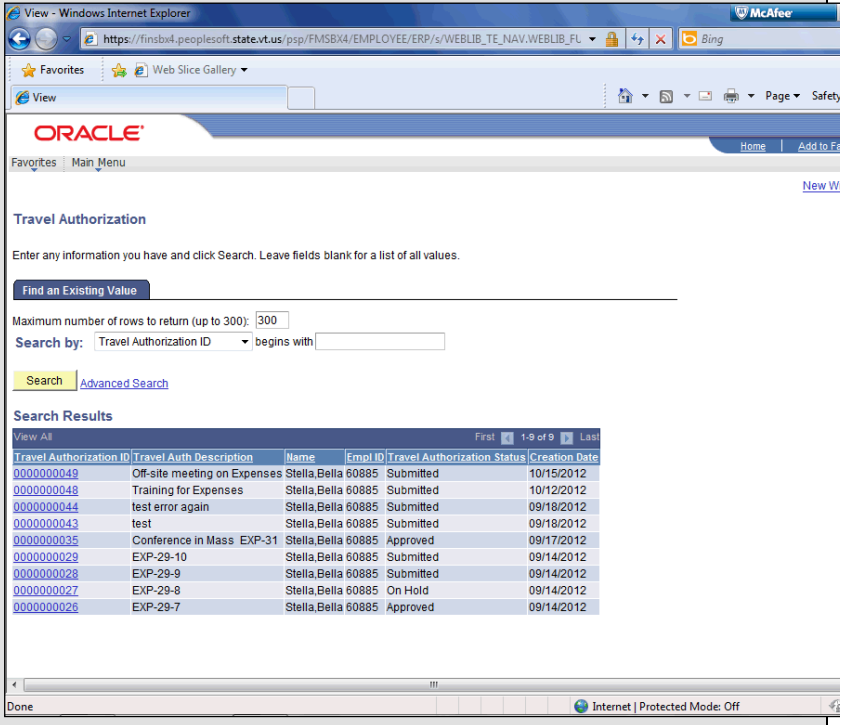
Step	Action	
3.	Click the Travel and Expense Center link. 	 <p>The screenshot shows the Oracle Employee Self-Service interface in a Windows Internet Explorer browser. The URL is https://fintraining.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/h/?tab=DEFAULT. The 'Main Menu' is expanded, and the 'Travel and Expense Center' link is highlighted with a red rectangle. Other links visible include 'Change My Password', 'My Personalizations', 'My System Profile', 'My Dictionary', and 'My System Profile'.</p>

Step	Action	
4.	Under the Travel Authorization Menu, Click the 3 More... link. 	 <p>The screenshot shows the Oracle Travel and Expense Center interface in a Windows Internet Explorer browser. The URL is https://finbox3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC_HOMEPAGE.F16. The 'Main Menu' is expanded to 'Employee Self-Service', and the 'Travel and Expense Center' is selected. The 'Travel Authorization' menu is expanded, and the '3 More...' link is highlighted with a red rectangle. Other links visible include 'Expense Report', 'Cash Advance', 'Print Reports', and 'Review Payments'.</p>

Step	Action	
5.	Click the View link. 	

Step	Action	
6.	<p>If you know the Travel Authorization # it can be entered here. To view all expenses click the Search button.</p>  <p>Note: The system will return a maximum of 300. If you have more than that amount the advanced search link next to the Search button can be used to narrow down to a date range.</p>	

Step	Action
7.	Select the Travel Authorization you would like to view.



View - Windows Internet Explorer

https://finsbx4.peoplesoft.state.vt.us/psp/FMSBX4/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FL

Oracle

Travel Authorization

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

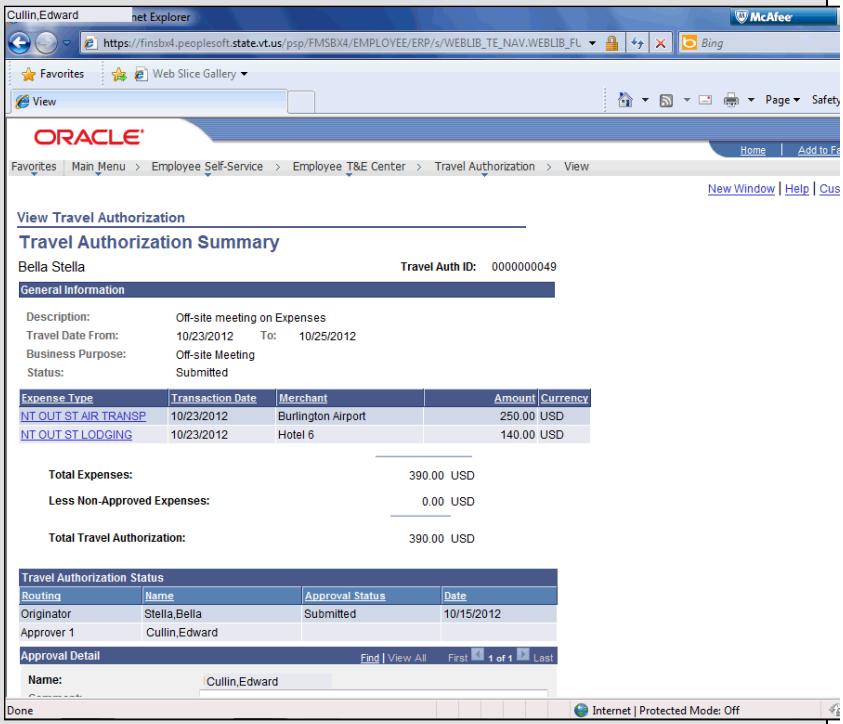
Search by: Travel Authorization ID begins with

Search Advanced Search

Search Results

Travel Authorization ID	Travel Auth. Description	Name	Empl ID	Travel Authorization Status	Creation Date
0000000049	Off-site meeting on Expenses	Stella,Bella	60885	Submitted	10/15/2012
0000000048	Training for Expenses	Stella,Bella	60885	Submitted	10/12/2012
0000000044	test error again	Stella,Bella	60885	Submitted	09/18/2012
0000000043	test	Stella,Bella	60885	Submitted	09/18/2012
0000000035	Conference in Mass EXP-31	Stella,Bella	60885	Approved	09/17/2012
0000000029	EXP-29-10	Stella,Bella	60885	Submitted	09/14/2012
0000000028	EXP-29-9	Stella,Bella	60885	Submitted	09/14/2012
0000000027	EXP-29-8	Stella,Bella	60885	On Hold	09/14/2012
0000000026	EXP-29-7	Stella,Bella	60885	Approved	09/14/2012

Step	Action
8.	All fields will be grayed out when viewing an authorization. The status will be located in the Travel Authorization Status section.



Cullin,Edward

https://finsbx4.peoplesoft.state.vt.us/psp/FMSBX4/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FL

Oracle

Travel Authorization Summary

Bella Stella Travel Auth ID: 0000000049

General Information

Description: Off-site meeting on Expenses

Travel Date From: 10/23/2012 To: 10/25/2012

Business Purpose: Off-site Meeting

Status: Submitted

Expense Type	Transaction Date	Merchant	Amount	Currency
NT OUT ST AIR TRANSP	10/23/2012	Burlington Airport	250.00	USD
NT OUT ST LODGING	10/23/2012	Hotel 6	140.00	USD

Total Expenses: 390.00 USD

Less Non-Approved Expenses: 0.00 USD

Total Travel Authorization: 390.00 USD

Travel Authorization Status


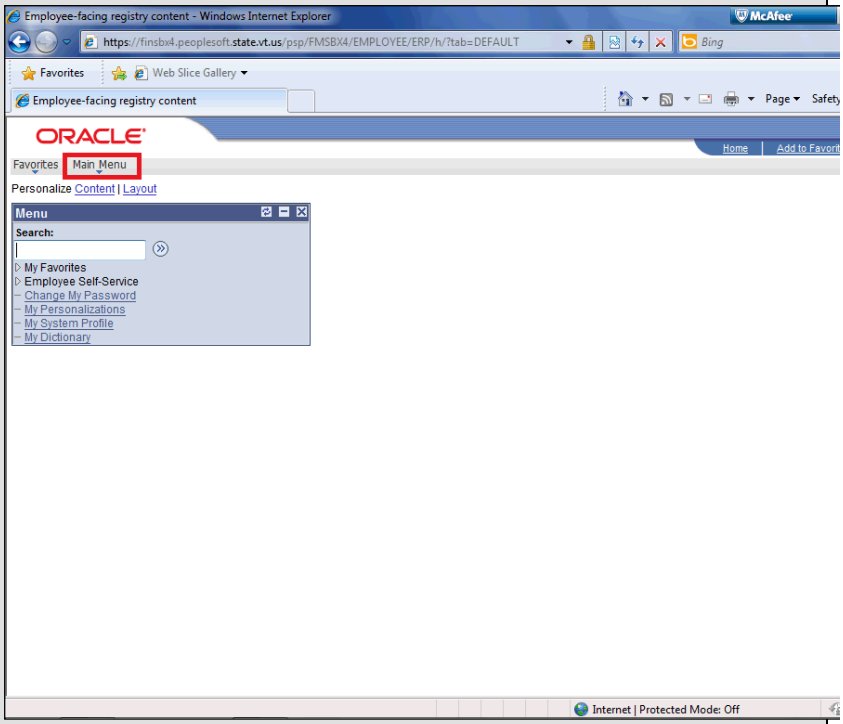

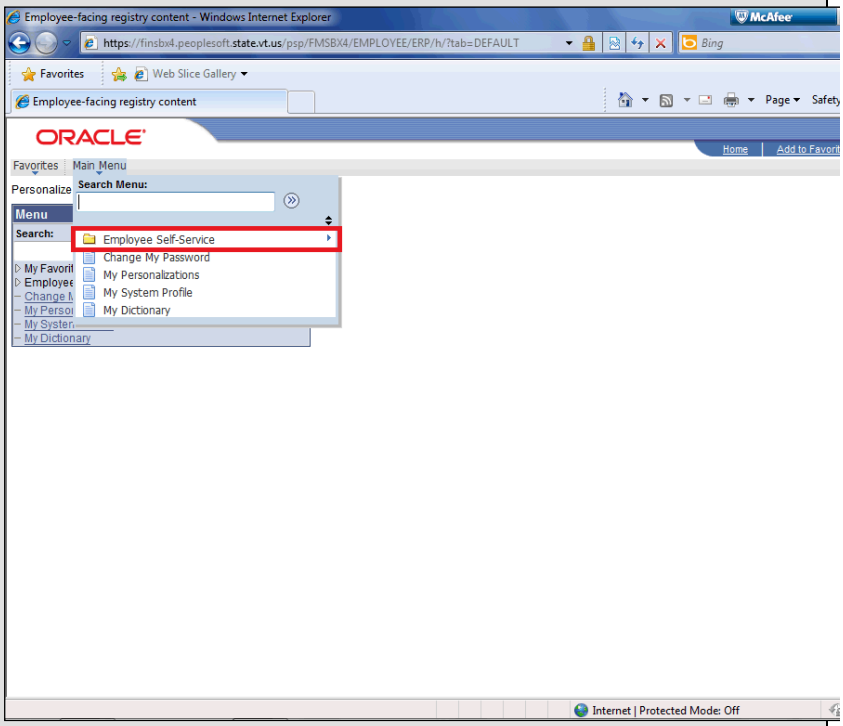
Routing	Name	Approval Status	Date
Originator	Stella,Bella	Submitted	10/15/2012
Approver 1	Cullin,Edward		

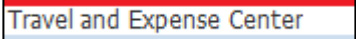
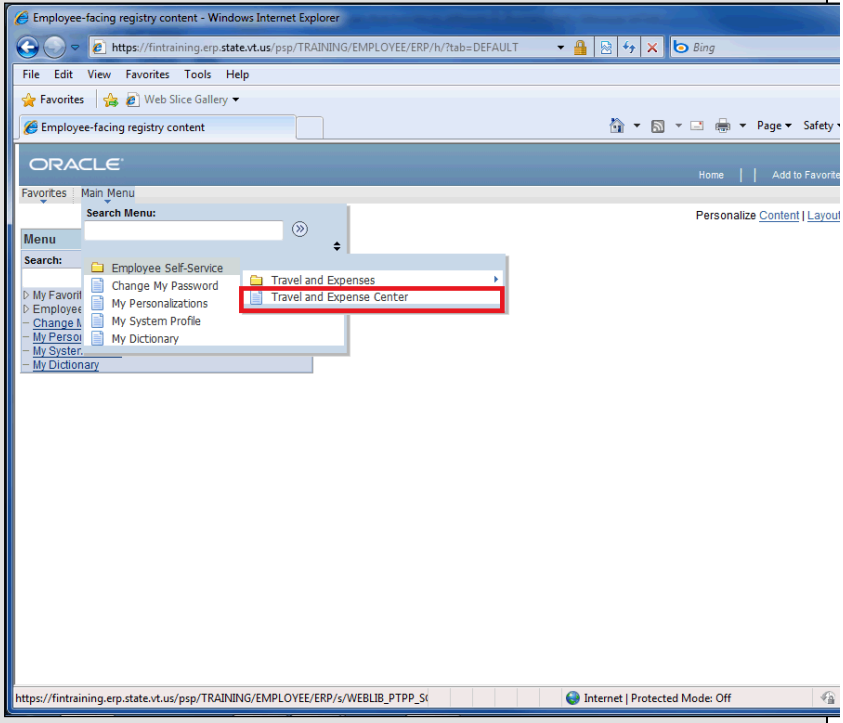
Approval Detail


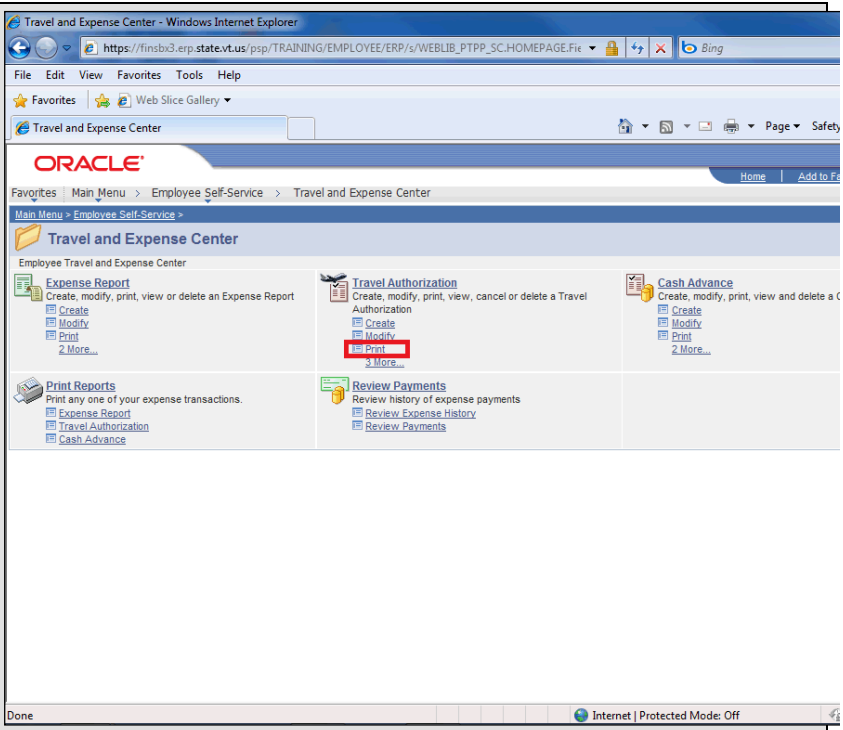
Name: Cullin,Edward

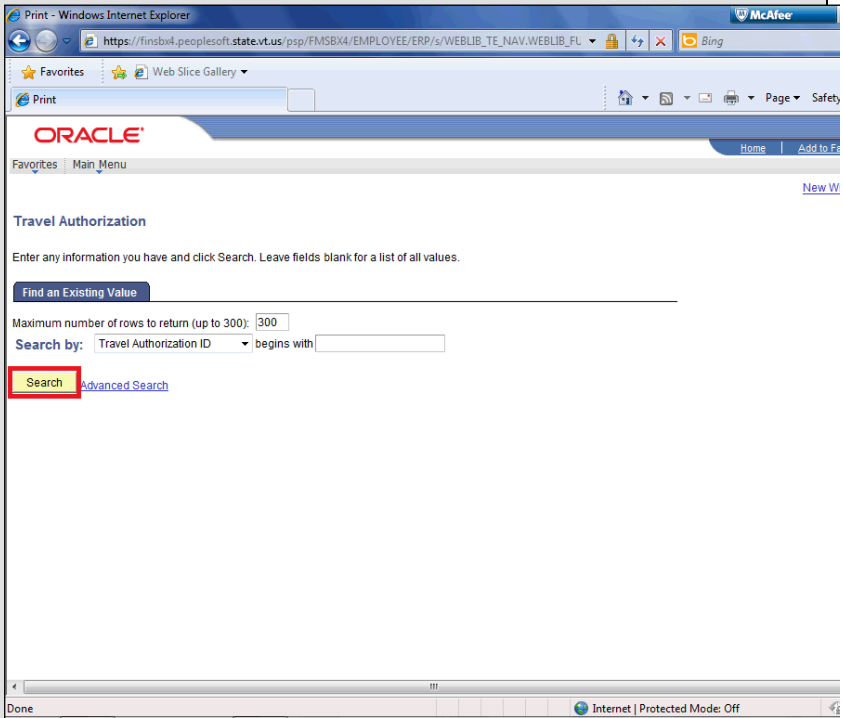
Print a Travel Authorization

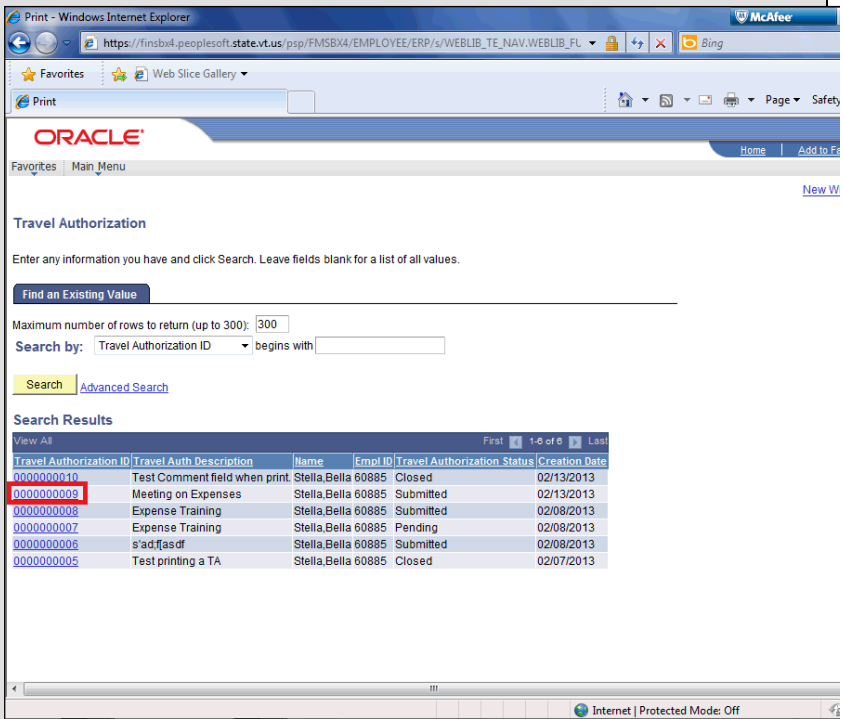
Travel Authorizations are available to view in the system and it is not necessary to print

Step	Action	
1.	Click the Main Menu button. 	
2.	Click on Employee Self-Service . 	

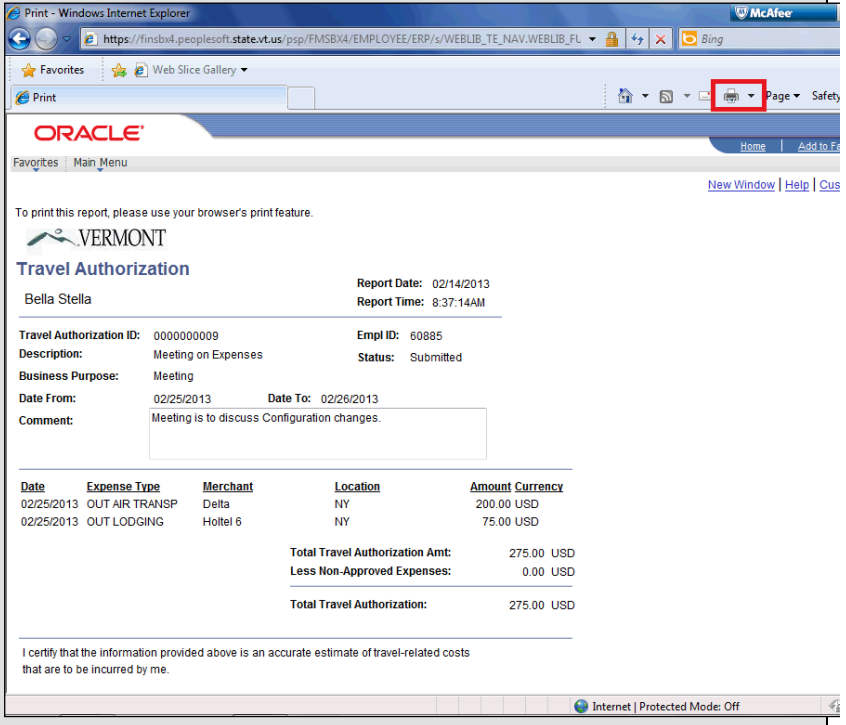
Step	Action	
3.	Click the Travel and Expense Center link. 	 <p>The screenshot shows the Oracle Employee Self-Service interface in a Windows Internet Explorer browser. The URL is https://fintraining.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/h/?tab=DEFAULT. The 'Main Menu' is expanded, showing a search bar and a list of links. The 'Travel and Expense Center' link is highlighted with a red box.</p>

Step	Action	
4.	Under the Travel Authorization menu Click the Print link. 	 <p>The screenshot shows the Oracle Travel and Expense Center interface in a Windows Internet Explorer browser. The URL is https://fintrbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC_HOMEPAGE.F16. The 'Travel and Expense Center' page is displayed, showing various links and options. The 'Print' link under the 'Travel Authorization' section is highlighted with a red box.</p>

Step	Action	
5.	<p>If you have the Travel Authorization # that you want to print you can enter the number into the Travel Authorization Id field or you can search to select.</p> <p>Click the Search button.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">Search</div>	

Step	Action	
6.	<p>Select the Travel Authorization you want to print.</p>	

Step	Action
7.	<p>A printable version of the Authorization will be available on the screen.</p> <p>Follow the instructions you currently use to print from your browser.</p>



ORACLE

To print this report, please use your browser's print feature.

VERMONT

Travel Authorization

Bella Stella

Report Date: 02/14/2013
Report Time: 8:37:14AM

Travel Authorization ID: 0000000009 Empl ID: 60885
Description: Meeting on Expenses Status: Submitted
Business Purpose: Meeting
Date From: 02/25/2013 Date To: 02/26/2013
Comment: Meeting is to discuss Configuration changes.


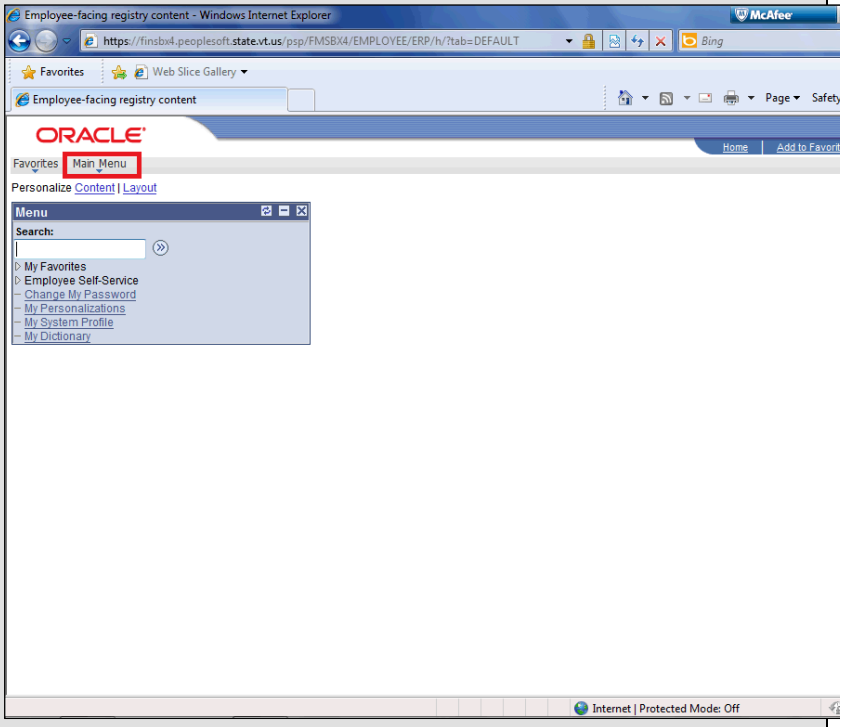
Date	Expense Type	Merchant	Location	Amount	Currency
02/25/2013	OUT AIR TRANSP	Delta	NY	200.00	USD
02/25/2013	OUT LODGING	Holitel 6	NY	75.00	USD
Total Travel Authorization Amt:				275.00	USD
Less Non-Approved Expenses:				0.00	USD
Total Travel Authorization:				275.00	USD


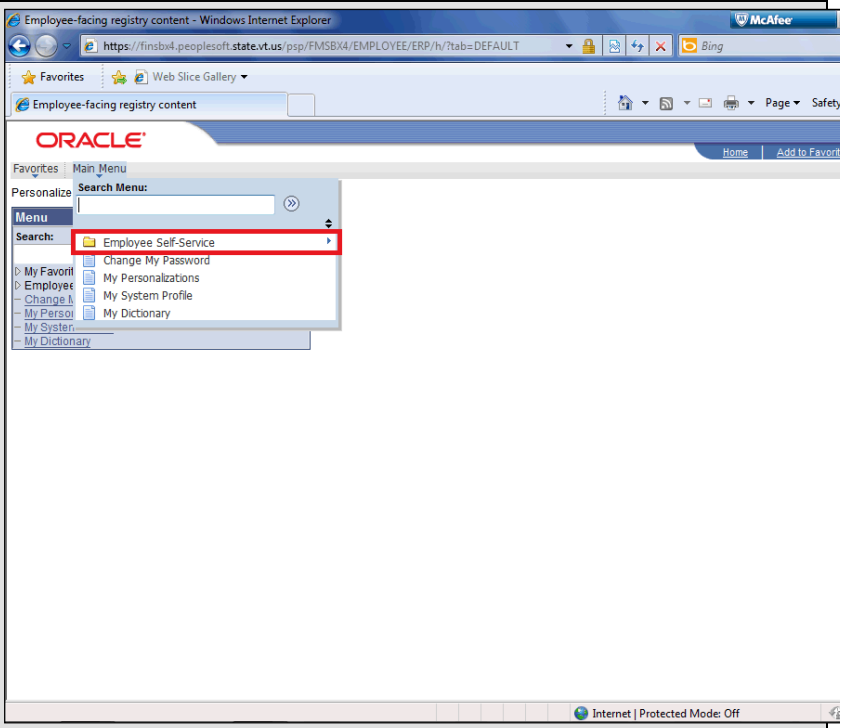
I certify that the information provided above is an accurate estimate of travel-related costs that are to be incurred by me.


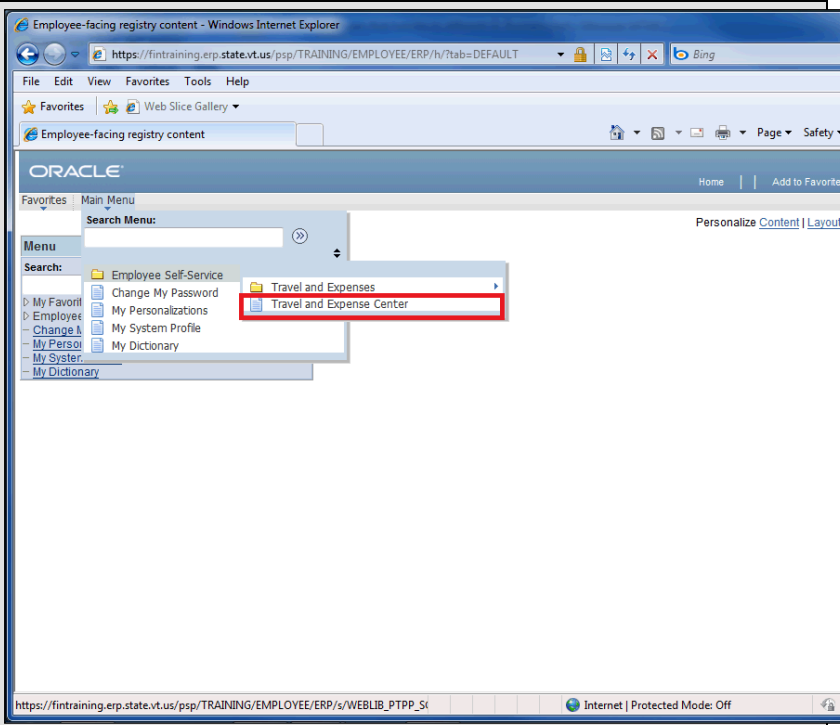
Delete a Travel Authorization


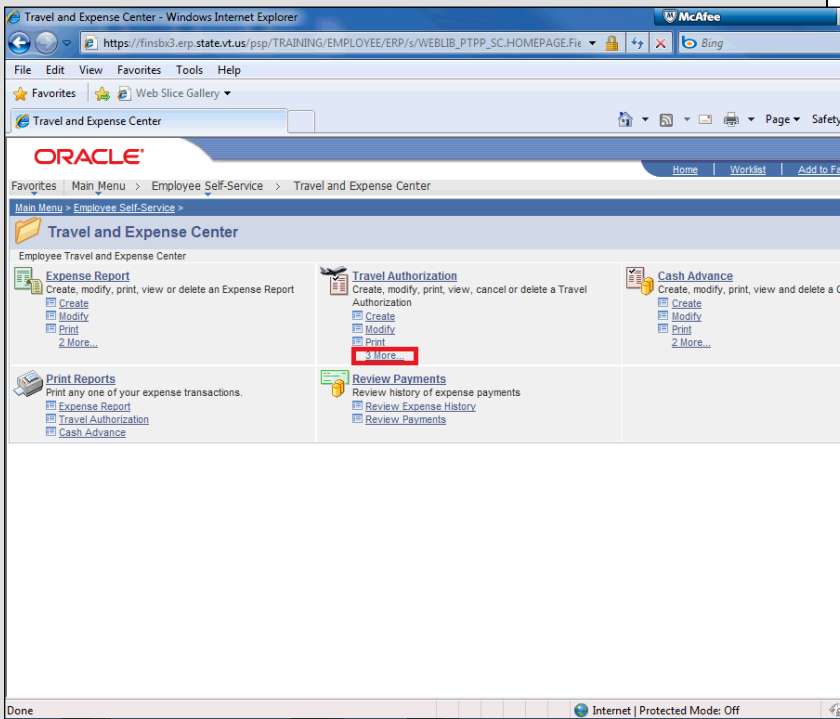
Travel Authorizations can only be deleted when they are in a pending status. Travel Authorizations might need to be deleted when it is a duplicate, no longer needed, or not completed before month end closing.


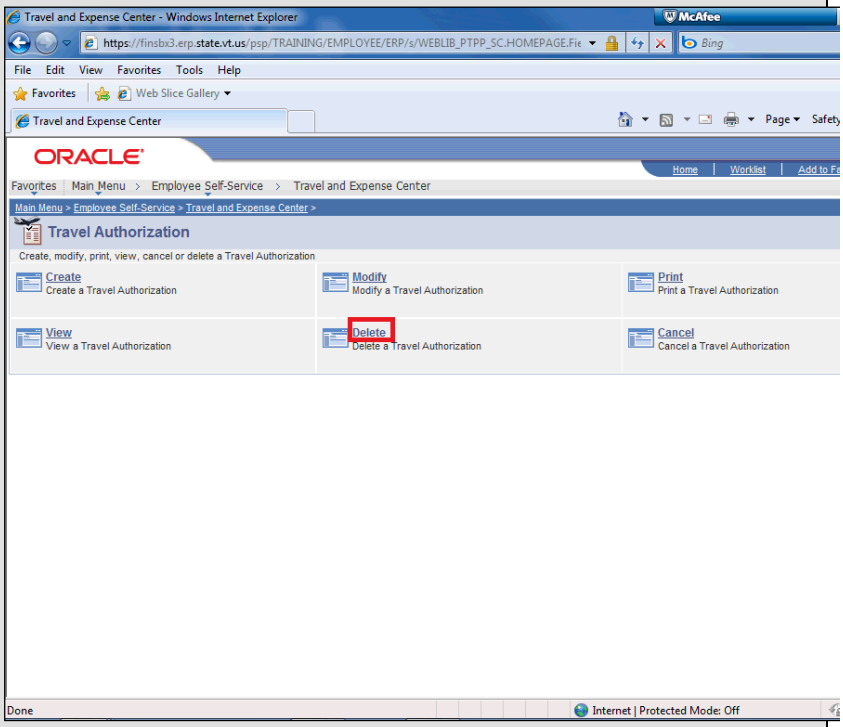
Note: If the authorization is valid but needs to be deleted for month end closing, it can be copied and the old authorization can then be deleted.


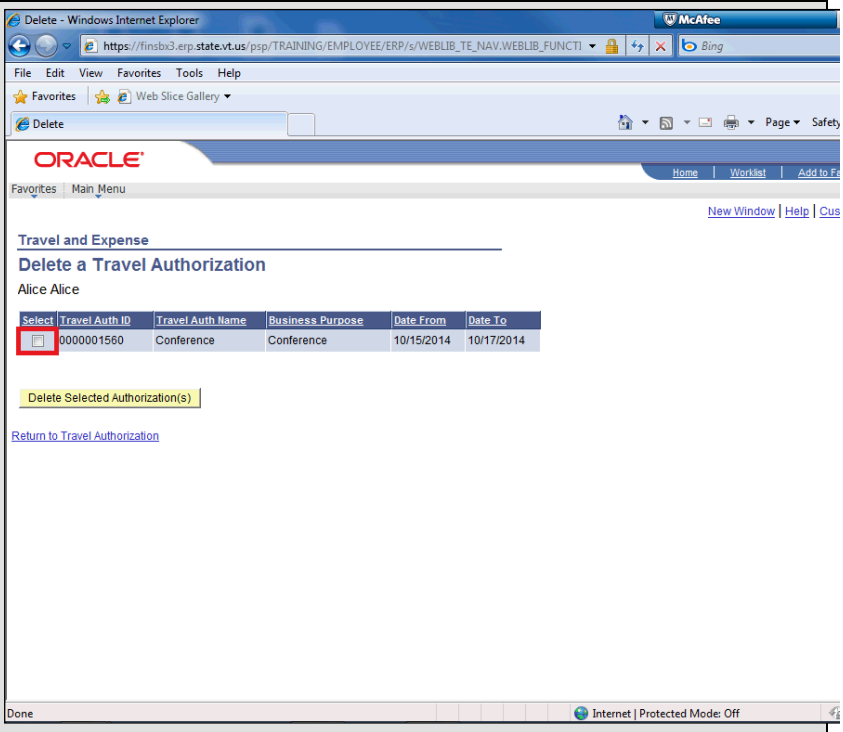
Step	Action	
1.	Click the Main Menu button. 	


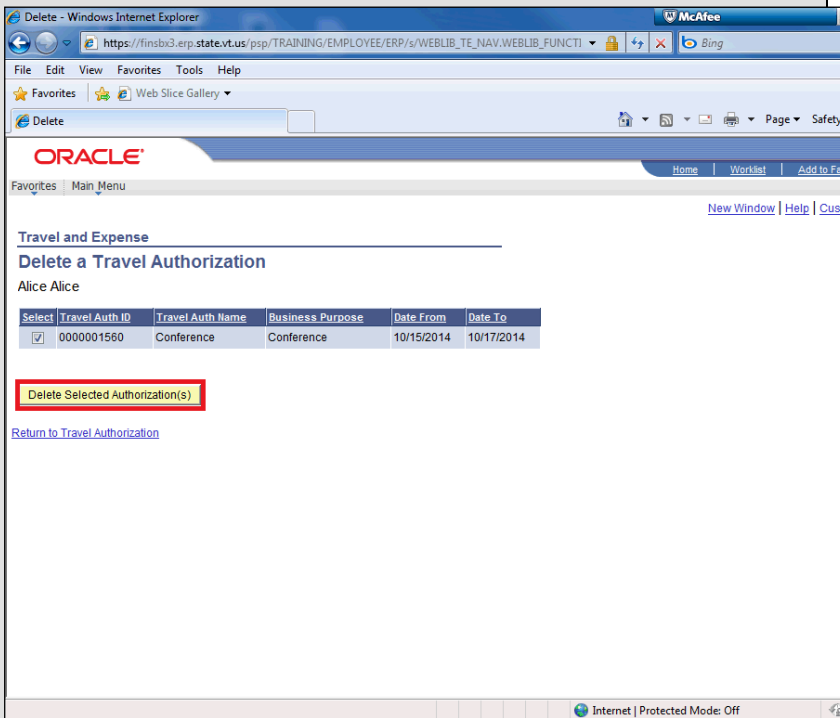
Step	Action	
2.	Click on Employee Self-Service . 	


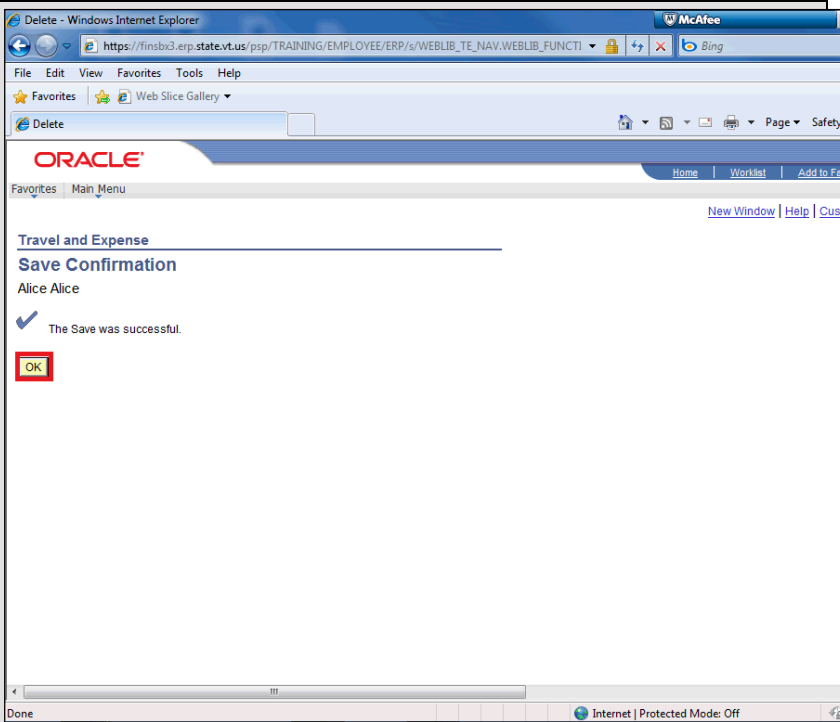
Step	Action	
3.	Click the Travel and Expense Center link. 	

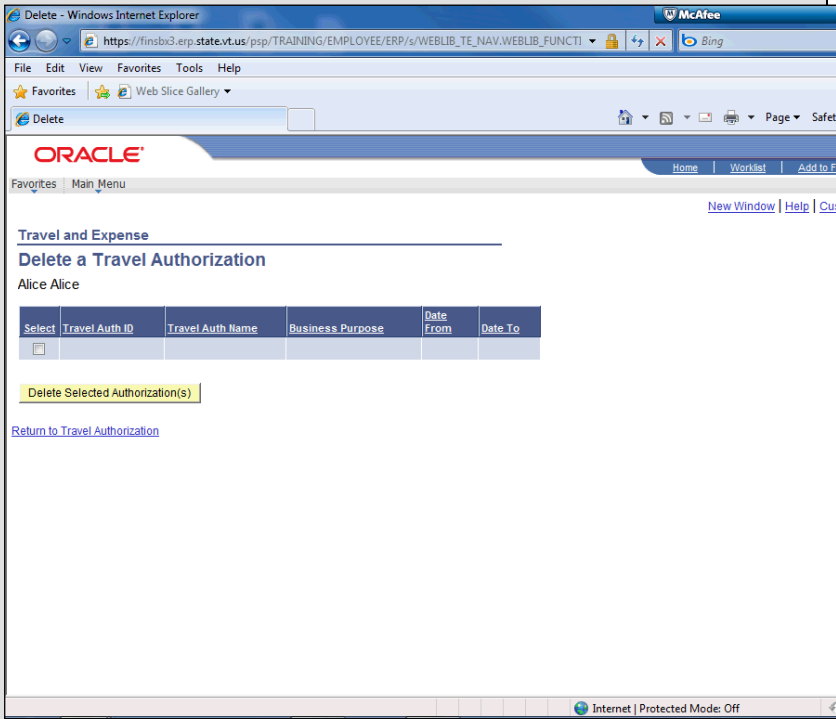
Step	Action	
4.	Under the Travel Authorization menu, Click the 3 More... link. 	

Step	Action	
5.	Click the Delete link. 	

<p>Any Travel Authorization that is in a pending status will show up available to delete.</p> <p>If the authorization you are looking for isn't showing up, double check the status to confirm that it is pending.</p>		
Step	Action	
6.	Select the authorization you want to delete, 	


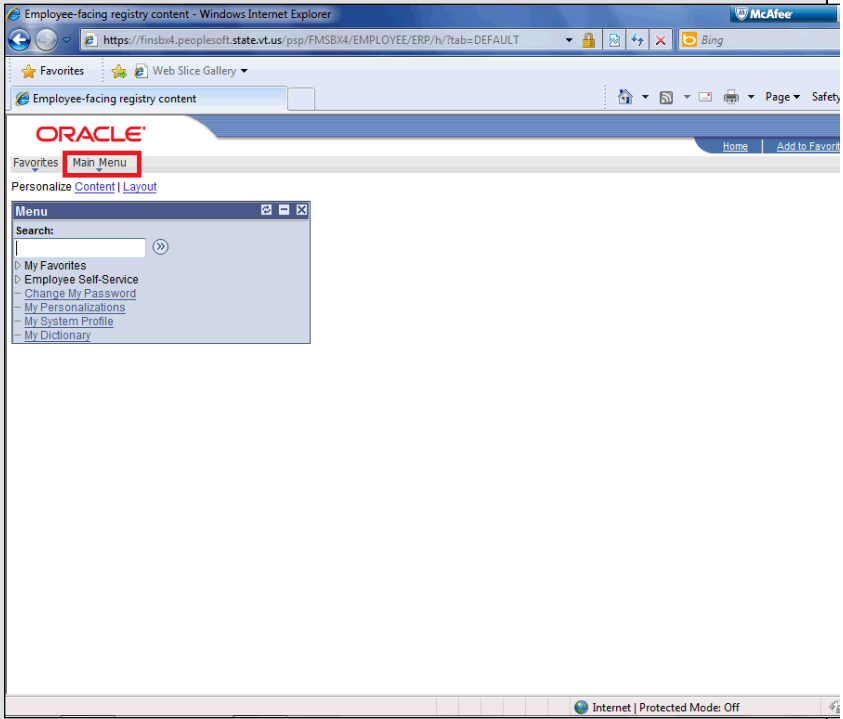
Step	Action	
7.	Click the Delete Selected Authorization(s) button. 	 <p>The screenshot shows the Oracle Travel and Expense interface. The title is 'Delete a Travel Authorization'. Below the title, it says 'Alice Alice'. There is a table with columns: Select, Travel Auth ID, Travel Auth Name, Business Purpose, Date From, and Date To. The first row is selected, showing '0000001560' for Travel Auth ID and 'Conference' for Business Purpose. Below the table, the 'Delete Selected Authorization(s)' button is highlighted with a red box. There is also a 'Return to Travel Authorization' link.</p>


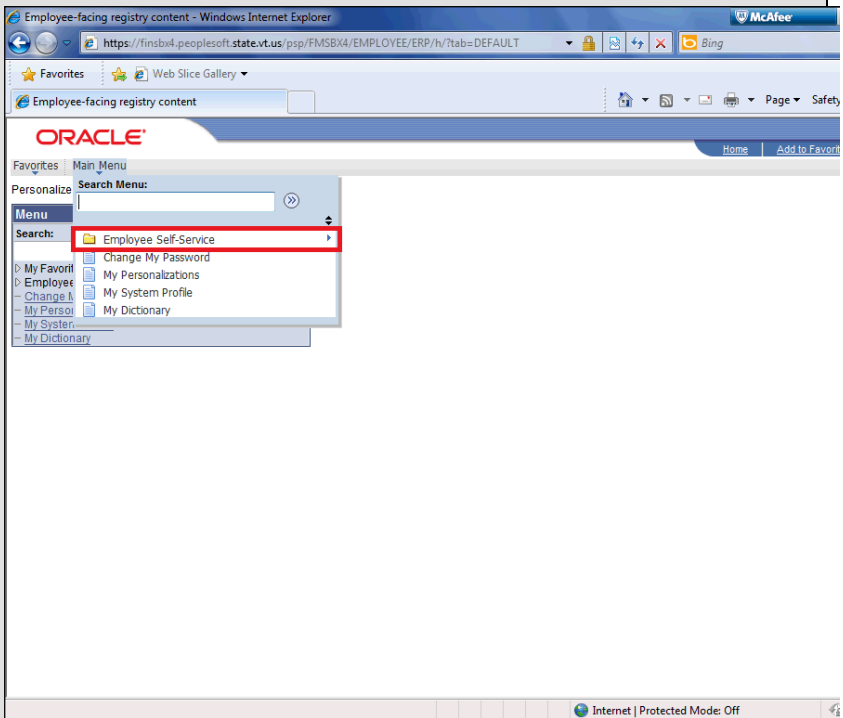
Step	Action	
8.	Click the OK button. 	 <p>The screenshot shows the Oracle Travel and Expense interface. The title is 'Save Confirmation'. Below the title, it says 'Alice Alice'. There is a checkmark icon and the text 'The Save was successful.' Below this, the 'OK' button is highlighted with a red box.</p>

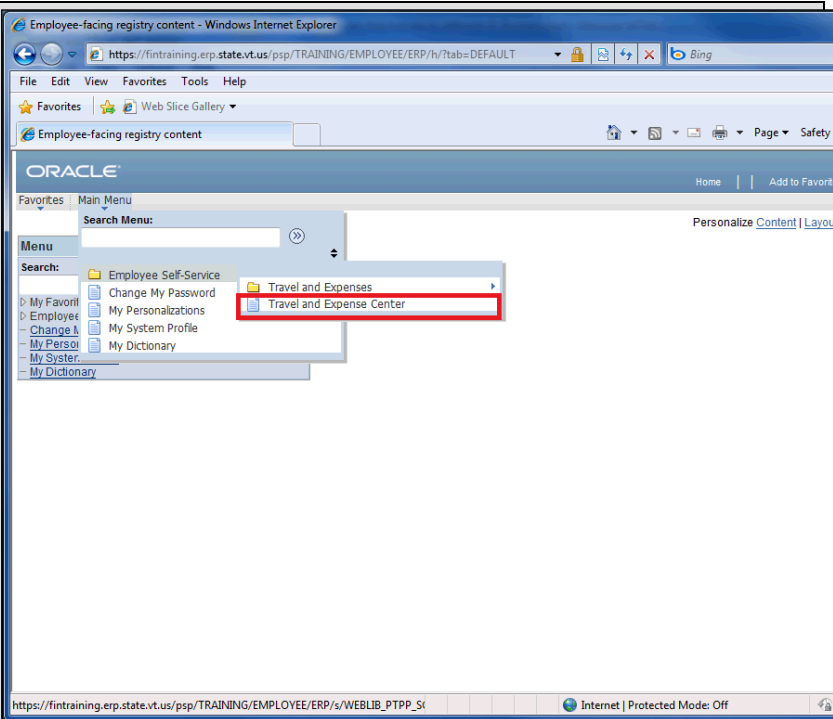
Step	Action	
9.	The deleted Travel Authorization will no longer be available to view, modify, or print.	 <p>The screenshot shows a web browser window titled 'Delete - Windows Internet Explorer' with the URL 'https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI...'. The page is from Oracle and is titled 'Travel and Expense' and 'Delete a Travel Authorization'. It shows a table with columns: Select, Travel Auth ID, Travel Auth Name, Business Purpose, Date From, and Date To. A 'Delete Selected Authorization(s)' button is visible below the table. The user is logged in as 'Alice Alice'.</p>

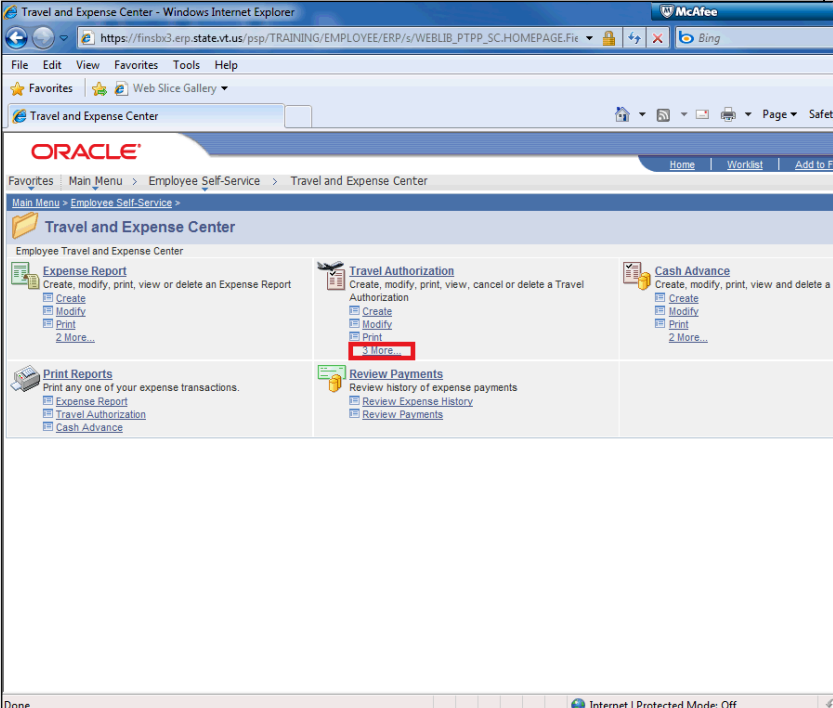
Cancel a Travel Authorization


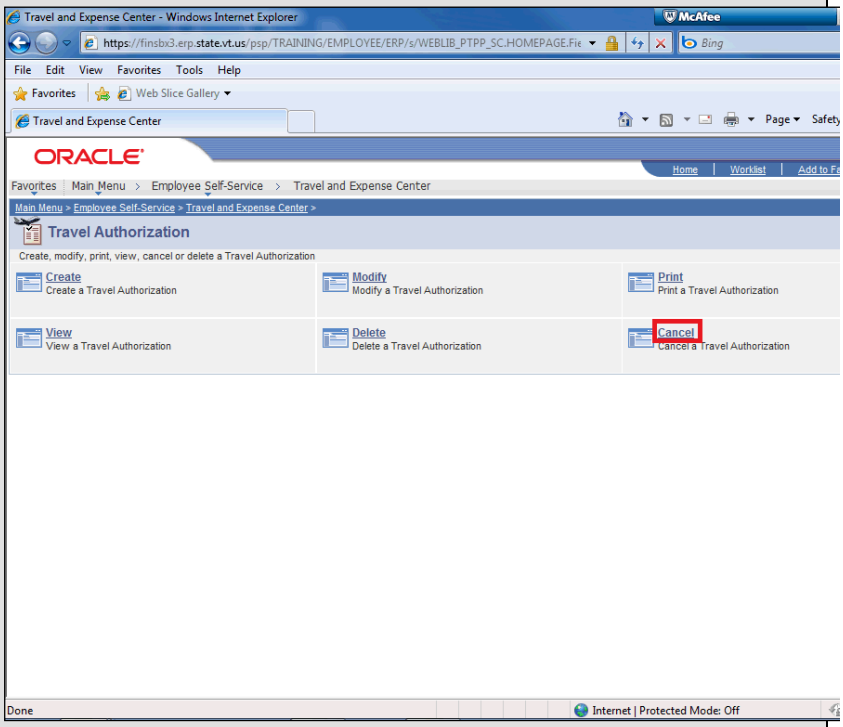
Travel Authorizations can only be cancelled when they are in an approved status. Travel Authorizations will need to be cancelled if the trip has been cancelled or the Authorization is no longer needed.


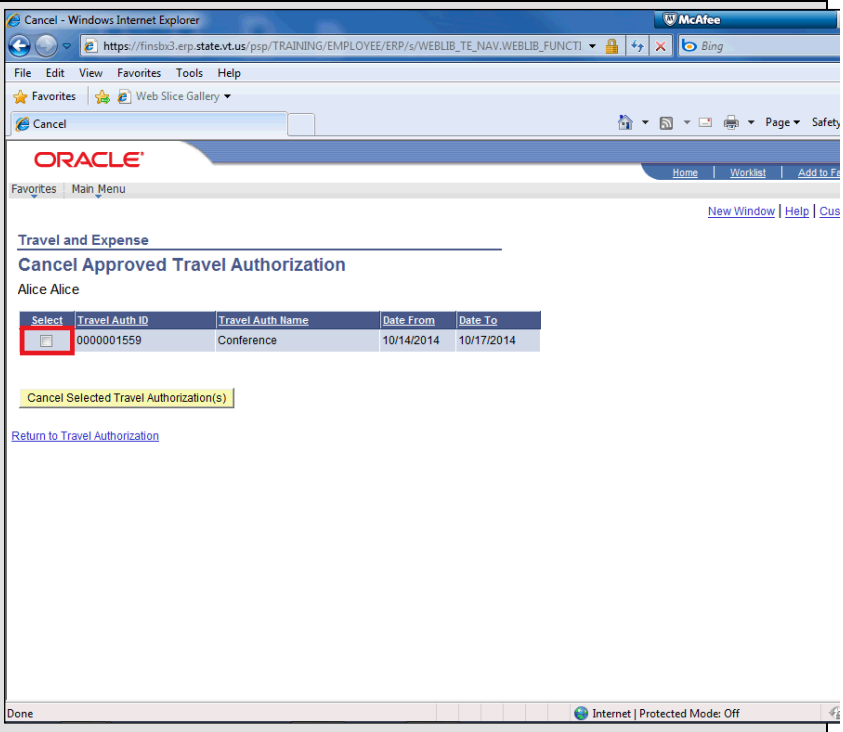
Step	Action	
1.	Click the Main Menu button. 	

Step	Action	
2.	Click on Employee Self-Service . 	

Step	Action
3.	<p>Click the Travel and Expense Center link.</p> 

Step	Action
4.	<p>Under the Travel Authorization menu,</p> <p>Click the 3 More... link.</p> 

Step	Action	
5.	Click the Cancel link. 	

<p>All the approved Travel Authorizations that are not completed will be listed.</p> <p>If the authorization you are looking for isn't showing up, double check the status to confirm that it is approved.</p>		
Step	Action	
6.	Select the report you want to delete, 	

Step	Action
7.	<p>Click the Cancel Selected Travel Authorization(s) button.</p> <p>Cancel Selected Travel Authorization(s)</p>

Cancel - Windows Internet Explorer

https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI

File Edit View Favorites Tools Help

Cancel

ORACLE

Travel and Expense

Cancel Approved Travel Authorization

Alice Alice


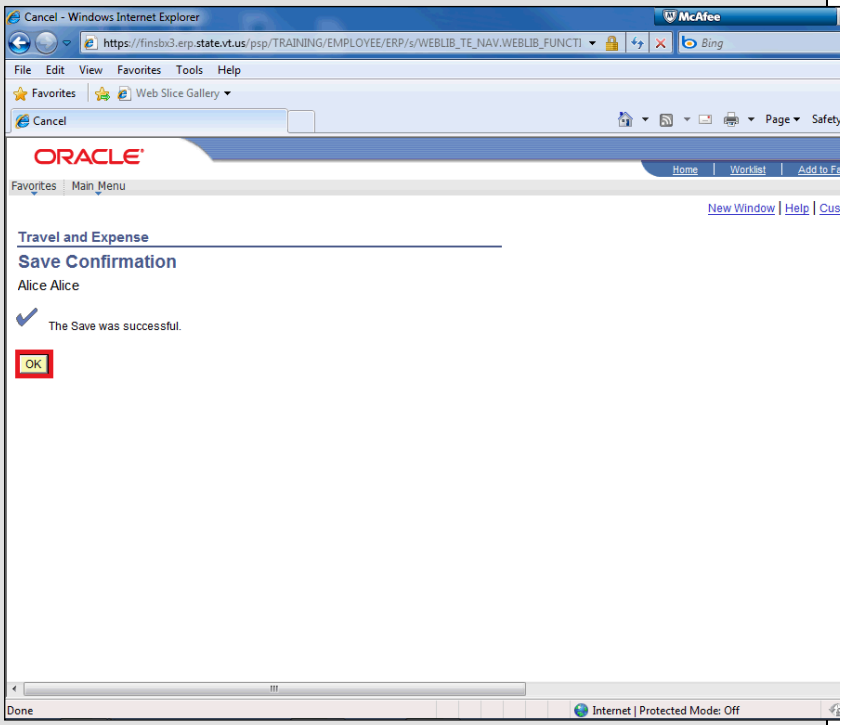
Select	Travel Auth ID	Travel Auth Name	Date From	Date To
<input checked="" type="checkbox"/>	0000001559	Conference	10/14/2014	10/17/2014

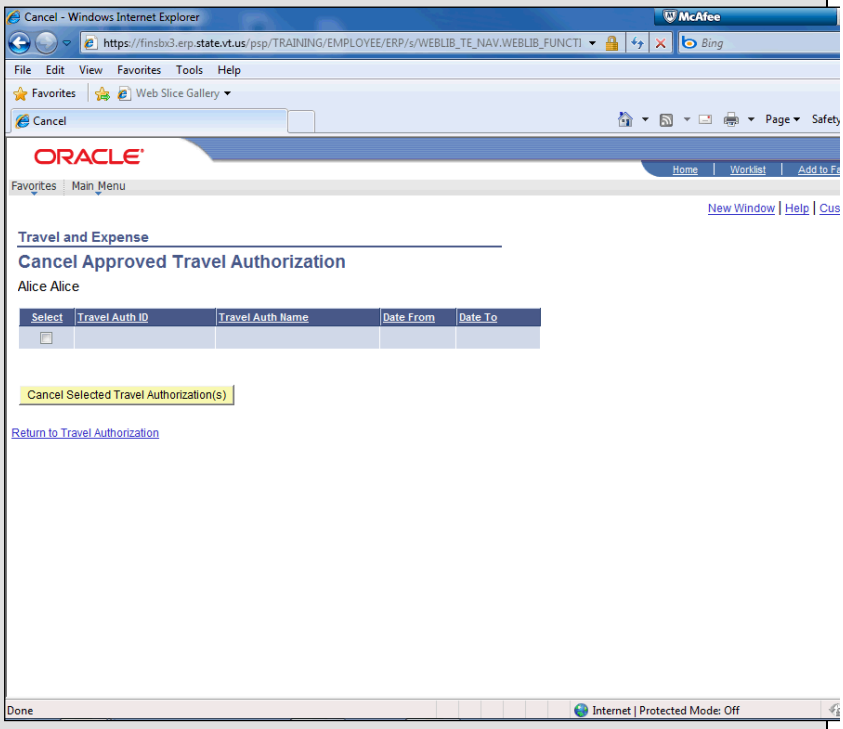
Cancel Selected Travel Authorization(s)

[Return to Travel Authorization](#)

Done

Internet | Protected Mode: Off

Step	Action	
8.	Click the OK button. 	 <p>Cancel - Windows Internet Explorer</p> <p>https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI</p> <p>File Edit View Favorites Tools Help</p> <p>Cancel</p> <p>ORACLE</p> <p>Travel and Expense</p> <p>Save Confirmation</p> <p>Alice Alice</p> <p><input checked="" type="checkbox"/> The Save was successful.</p> <p>OK</p> <p>Done</p> <p>Internet Protected Mode: Off</p>

Step	Action	
9.	The cancelled Travel Authorization should now be in a closed status.	 <p>The screenshot shows a web browser window titled 'Cancel - Windows Internet Explorer' with the URL 'https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI...'. The page content includes the Oracle logo, navigation links (Home, Worksheet, Add to Favorites), and a section titled 'Travel and Expense' with the sub-header 'Cancel Approved Travel Authorization'. Below this, the user 'Alice Alice' is listed. A table with the following columns is shown: 'Select', 'Travel Auth ID', 'Travel Auth Name', 'Date From', and 'Date To'. There is one row with a checkbox in the 'Select' column. Below the table is a yellow button labeled 'Cancel Selected Travel Authorization(s)' and a blue link 'Return to Travel Authorization'.</p>

CASH ADVANCES


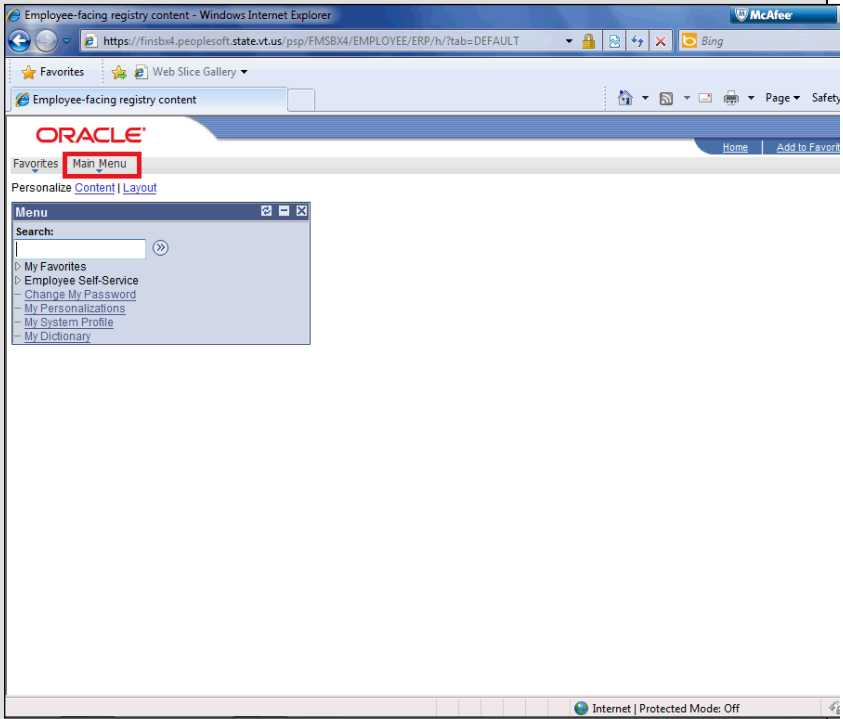
CREATE Cash Advance (approved TA in VISION required)

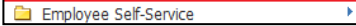
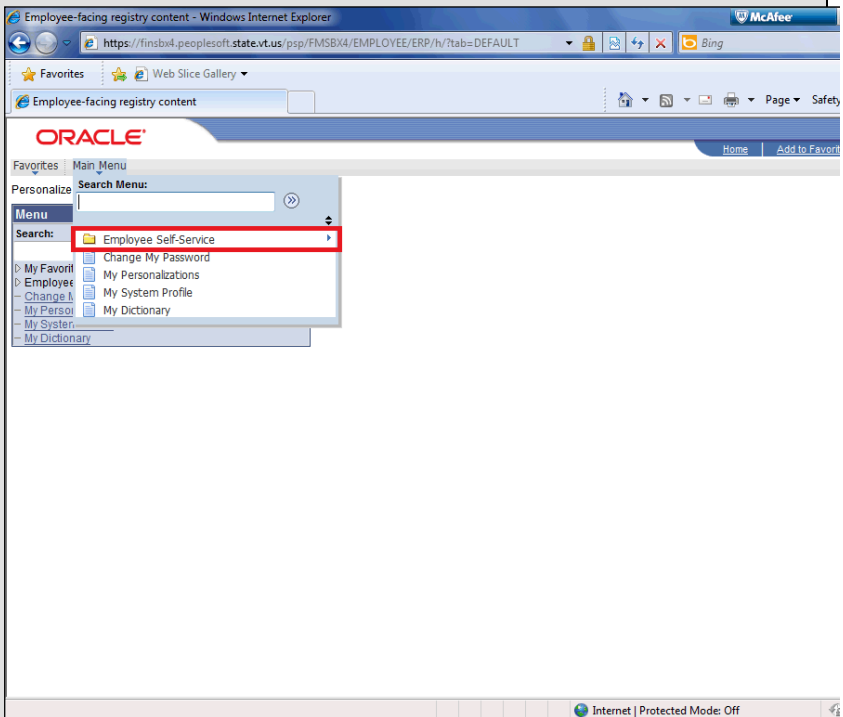
Procedure

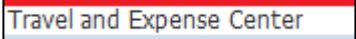
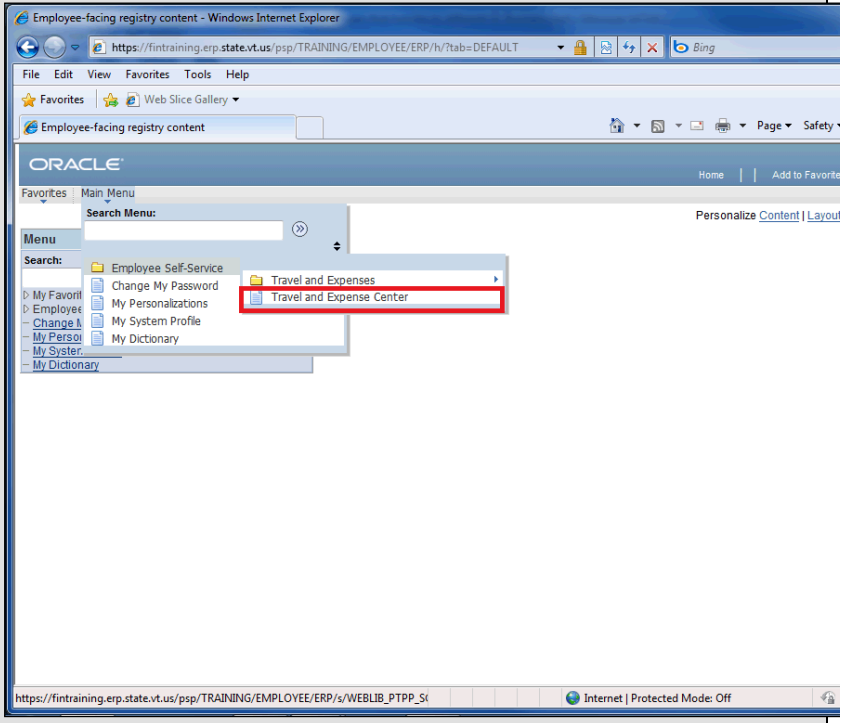
The Basics:


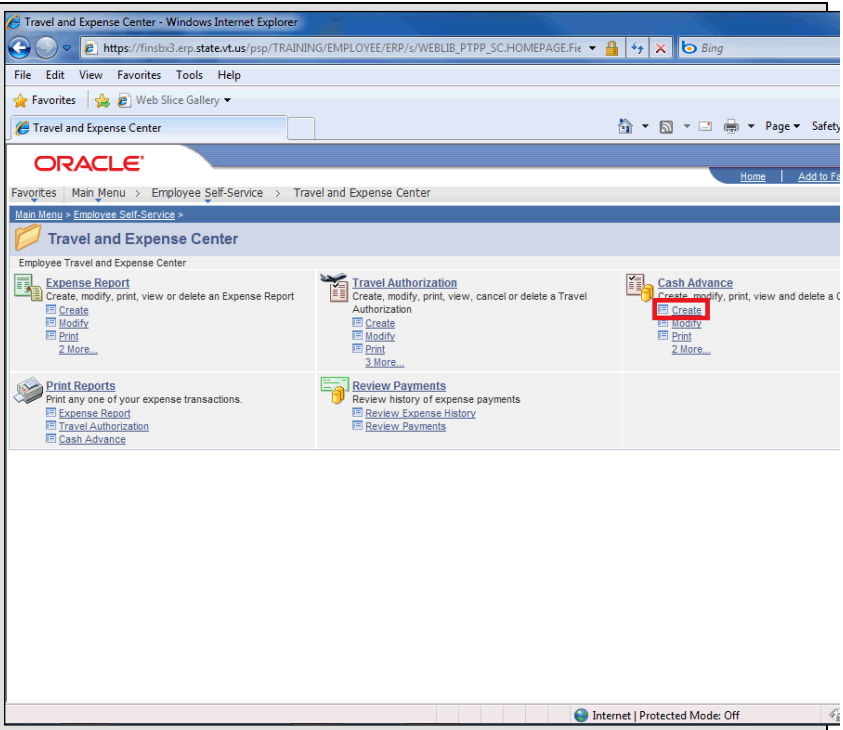
Please refer to **Bulletin 3.4** (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Cash Advances.

1. **Economy, prudence, and necessity** are of primary concern when planning and paying for travel and expenses.
2. **Preferred payment methods-** Whenever possible, Purchasing Cards (P-Cards) and direct vendor payments should be used to minimize employee reimbursements.
3. **Clear cache-** To minimize errors, delete temporary files and cookies by pressing Ctrl+Shift+Delete. This shortcut works in Internet Explorer, Firefox, and Chrome.
4. **Save for Later-** Save often while working in the expense module, click the "Save for Later" button to prevent the "data inconsistent with database" error that will not allow you to save or submit.
5. **Minimum advance amount \$200-** The amount of the advance must not exceed the Travel Authorization and must be over \$200.
6. **Taxable over 120 days-** Any advance in excess of actual expenses that is not re-paid within 120 days after the expenses were paid or incurred will be treated as taxable income to the employee and department in accordance with IRS Accountable Plan rules.
7. **Advances may be issued no sooner than 30 days prior to trip start date**
8. **An Approved Travel Authorization in VISION is required to submit a Cash Advance.**
9. **Cash advances will be deposited into your direct deposit (balance or 999) account.**
10. **An Expense Report will need to be completed after the travel occurs starting with the Travel Authorization and applying the cash advance.**

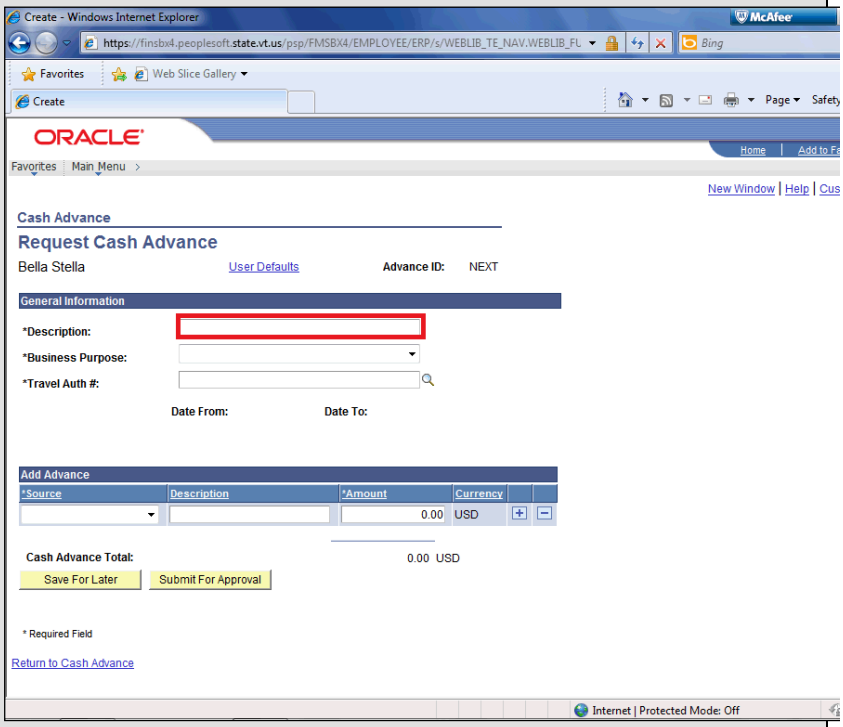
Step	Action	
1.	Click the Main Menu button. 	

Step	Action	
2.	Click on Employee Self-Service . 	

Step	Action	
3.	Click the Travel and Expense Center link. 	 <p>The screenshot shows the Oracle Employee Self-Service interface in a Windows Internet Explorer browser. The URL is https://fintraining.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/h/?tab=DEFAULT. The 'Main Menu' is expanded, and the 'Travel and Expense Center' link is highlighted with a red box. Other links in the menu include 'Employee Self-Service', 'Change My Password', 'My Personalizations', 'My System Profile', 'My Dictionary', and 'My System Profile'.</p>

Step	Action	
4.	Under the Cash Advance menu, Click the Create link. 	 <p>The screenshot shows the Oracle Travel and Expense Center interface in a Windows Internet Explorer browser. The URL is https://finbox3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC_HOMEPAGE.Fix. The 'Main Menu' is expanded, and the 'Cash Advance' menu is highlighted. The 'Create' link under the 'Cash Advance' menu is highlighted with a red box. Other links in the menu include 'Expense Report', 'Travel Authorization', 'Print Reports', and 'Review Payments'.</p>

Step	Action
5.	Type a brief meaningful explanation in the Description field.



The screenshot shows the Oracle Request Cash Advance form in a web browser. The form is titled "Request Cash Advance" and is for user "Bella Stella". The "Advance ID" is "NEXT". The "General Information" section contains the following fields:

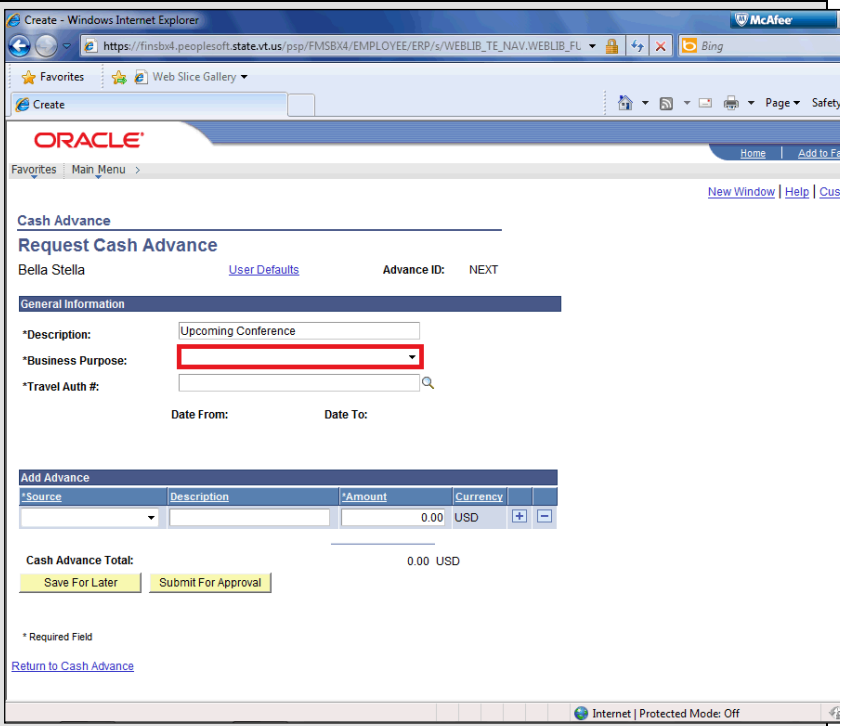
- *Description: (highlighted with a red box)
- *Business Purpose: (dropdown menu)
- *Travel Auth #: (text field with a search icon)
- Date From: (text field)
- Date To: (text field)

Below the "General Information" section is the "Add Advance" table:

*Source	Description	*Amount	Currency
		0.00	USD

The "Cash Advance Total" is 0.00 USD. There are two buttons: "Save For Later" and "Submit For Approval". A note at the bottom states "* Required Field" and a link "Return to Cash Advance" is provided.

Step	Action
6.	Click the drop down arrow to choose the Business Purpose .



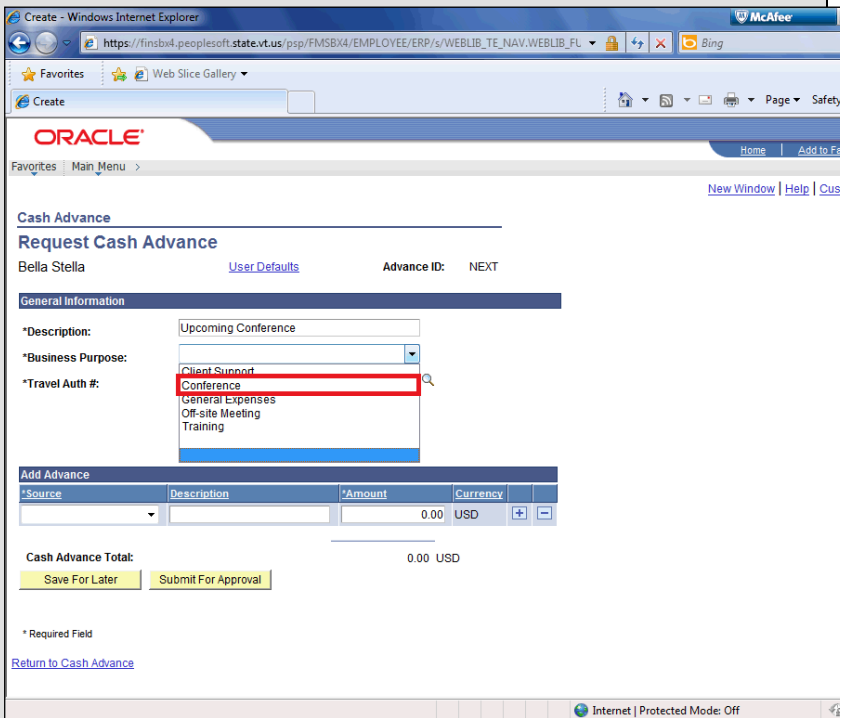
The screenshot shows the Oracle Request Cash Advance form in a web browser. The form is titled "Request Cash Advance" and is for user "Bella Stella". The "Advance ID" is "NEXT". The "General Information" section contains the following fields:


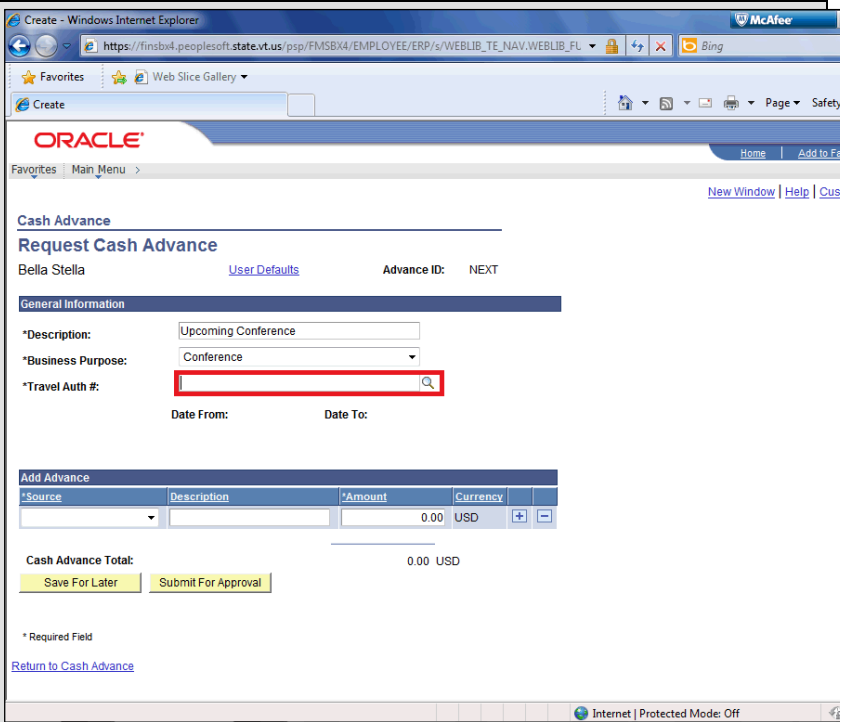
- *Description: (text field with "Upcoming Conference" entered)
- *Business Purpose: (dropdown menu, highlighted with a red box)
- *Travel Auth #: (text field with a search icon)
- Date From: (text field)
- Date To: (text field)

Below the "General Information" section is the "Add Advance" table:

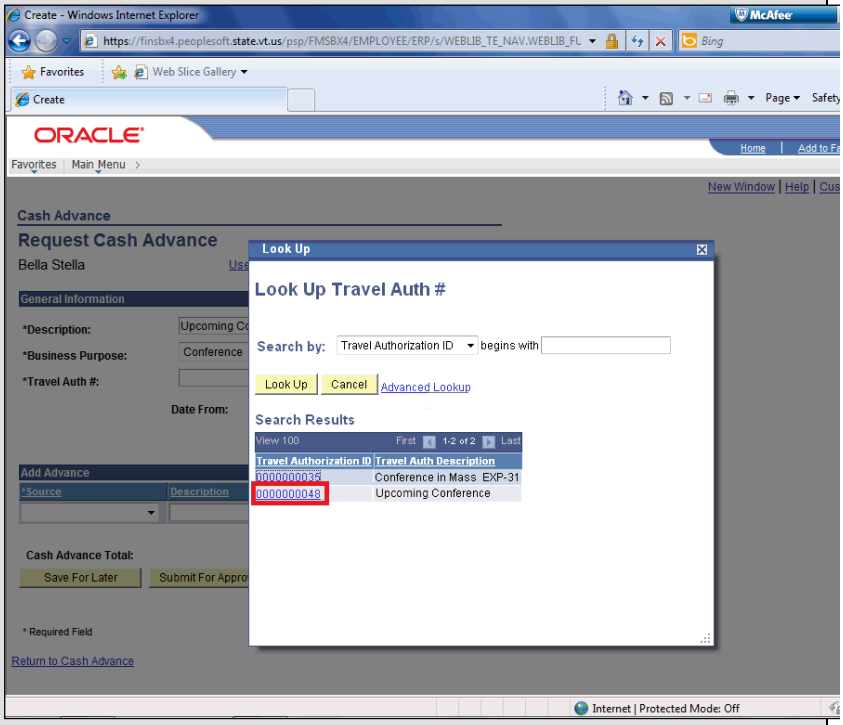
*Source	Description	*Amount	Currency
		0.00	USD

The "Cash Advance Total" is 0.00 USD. There are two buttons: "Save For Later" and "Submit For Approval". A note at the bottom states "* Required Field" and a link "Return to Cash Advance" is provided.

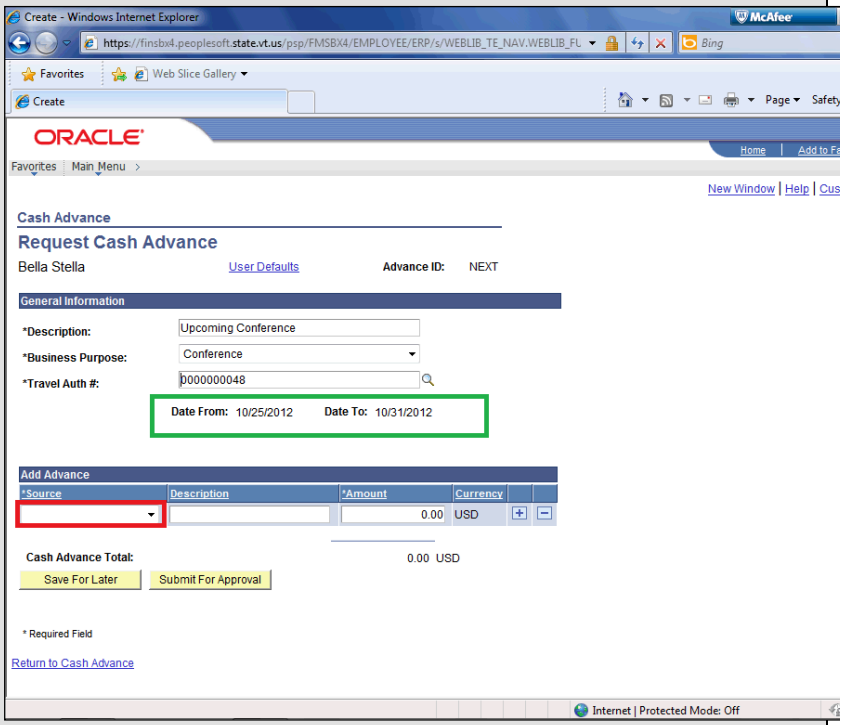
Step	Action	
7.	Select the entry in the list that most closely identifies the purpose of the trip.	

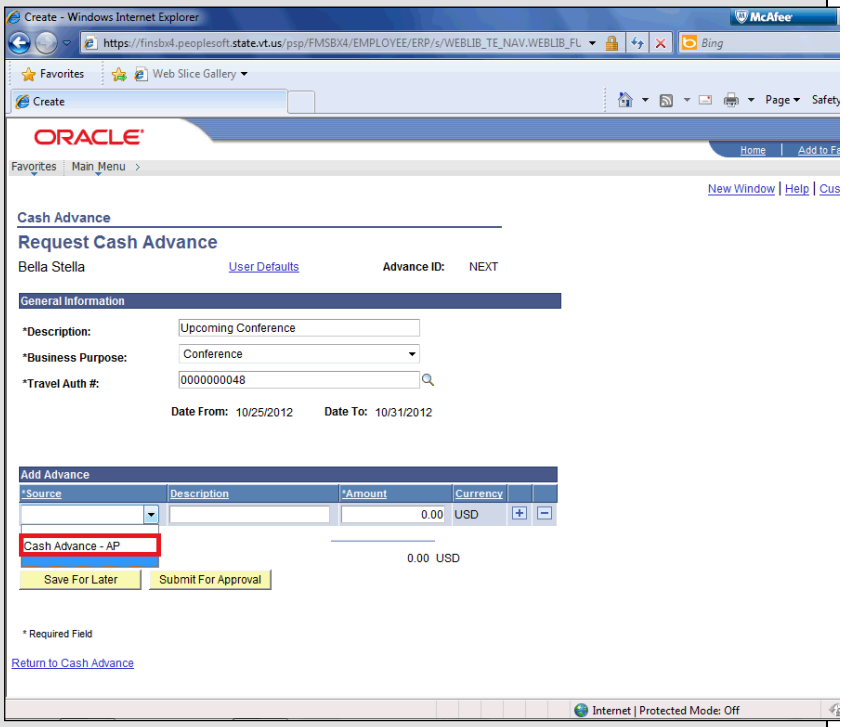
Step	Action	
8.	<p>You can enter a Travel Auth # if you know the number, or you can search for available Travel Authorizations #s.</p> <p>Click the Look up Travel Auth # button.</p> 	

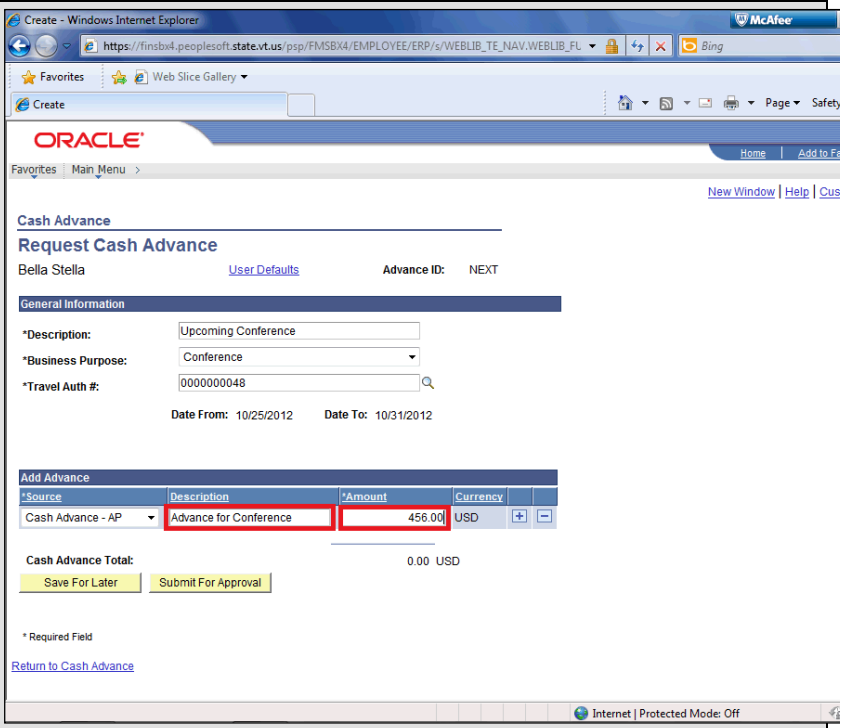
Step	Action
9.	Select Travel Authorization ID

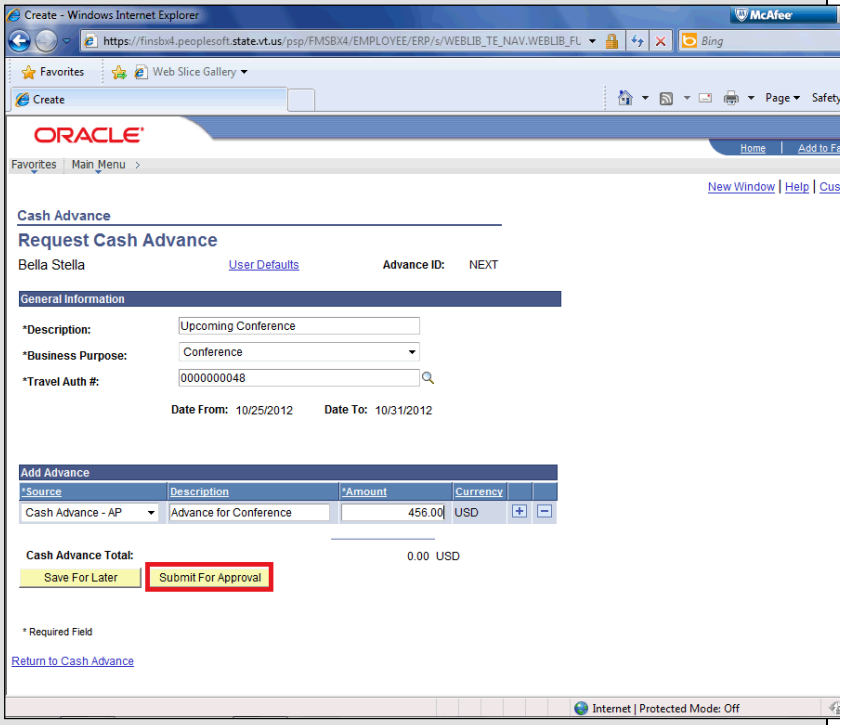


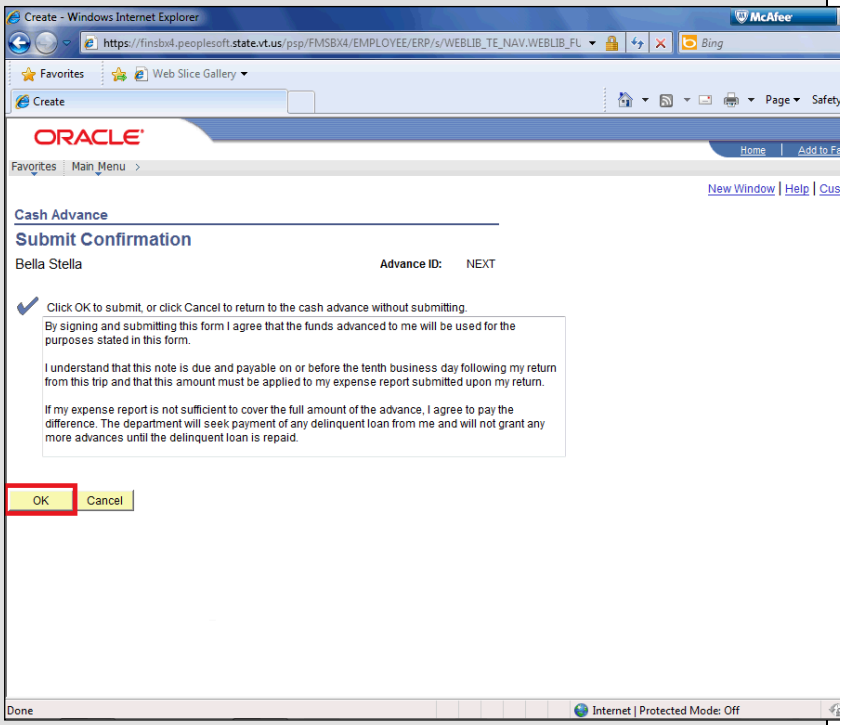
<p>The dates of travel are populated from the Travel Authorization.</p> <p>NOTE: Cash Advances cannot be requested more than 30 days before the trip!</p>	
Step	Action
10.	<p>Next, the Source will have to be selected.</p> <p>Click the Source list.</p> <div data-bbox="274 1417 574 1459" style="border: 1px solid black; height: 20px; width: 185px; margin-top: 10px;"></div>


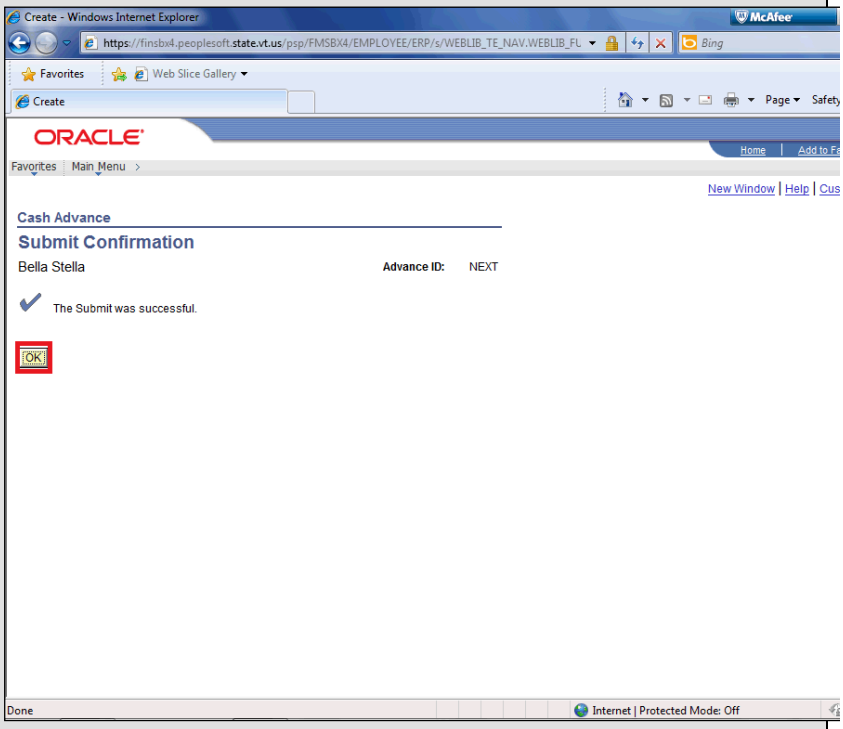


Step	Action	
11.	Select the Cash Advance - AP list item. Cash Advance - AP	 <p>The screenshot shows the Oracle 'Request Cash Advance' form. The 'General Information' section includes fields for Description (Upcoming Conference), Business Purpose (Conference), and Travel Auth # (0000000048). The 'Add Advance' table has columns for Source, Description, Amount, and Currency. The 'Cash Advance - AP' item is highlighted in the table.</p>

Step	Action	
12.	Enter an explanation in the Description field	
Step	Action	
13.	Enter an Amount that is less than or equal to the associated Travel Authorization. NOTE: You cannot exceed the amount of the Travel Authorization and the minimum amount is \$200.	 <p>The screenshot shows the Oracle 'Request Cash Advance' form. The 'Add Advance' table has columns for Source, Description, Amount, and Currency. The 'Amount' field is highlighted with the value 456.00.</p>

Step	Action	
14.	<p>If you are not ready to submit, the Advance can be Saved for later.</p> <p>To Complete,</p> <p>Click the Submit For Approval button.</p> <div>Submit For Approval</div>	


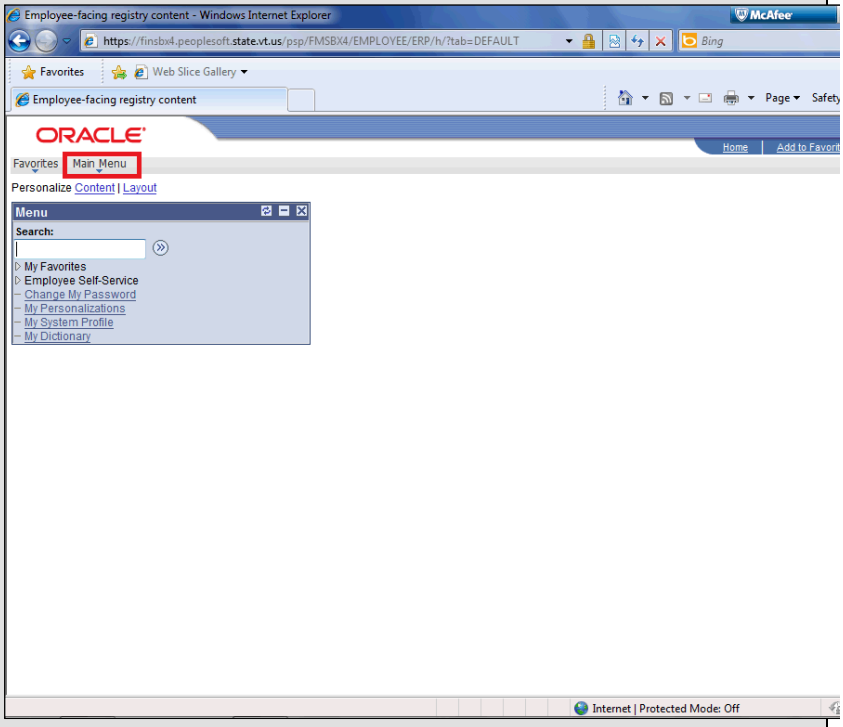
Step	Action	
15.	<p>After reading the certification statement, click the OK button.</p> <div>OK</div>	


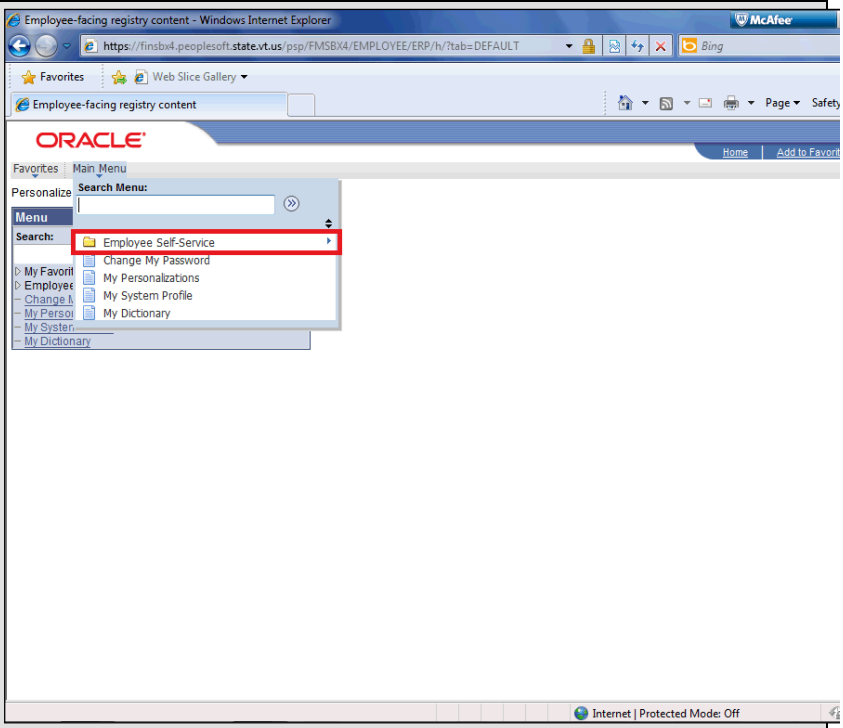
Step	Action	
16.	<p>Click the OK button.</p>  <p>The Advance is now submitted and is waiting for Expense Coordinator approval. If any changes are needed now, the Advance will have to be sent back to you by the Expense Coordinator for revision.</p>	 <p>The screenshot shows a web browser window displaying the Oracle Cash Advance 'Submit Confirmation' page. The page title is 'Submit Confirmation' and it shows the user 'Bella Stella'. A message states 'The Submit was successful.' with a green checkmark icon. A red box highlights an 'OK' button. The page also shows 'Advance ID: NEXT' and navigation links like 'New Window', 'Help', and 'Cus'.</p>

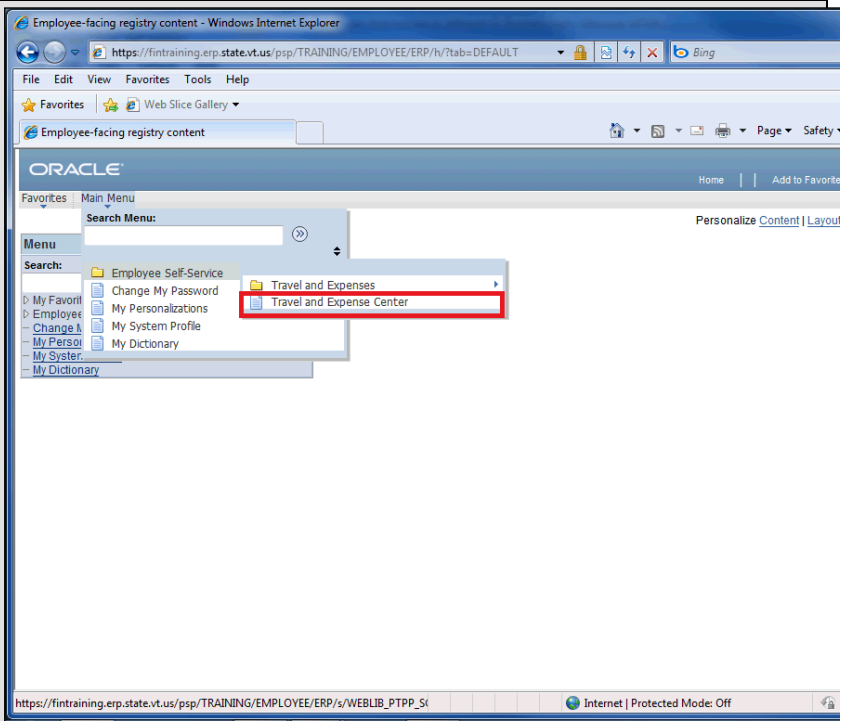
Modify Cash Advance

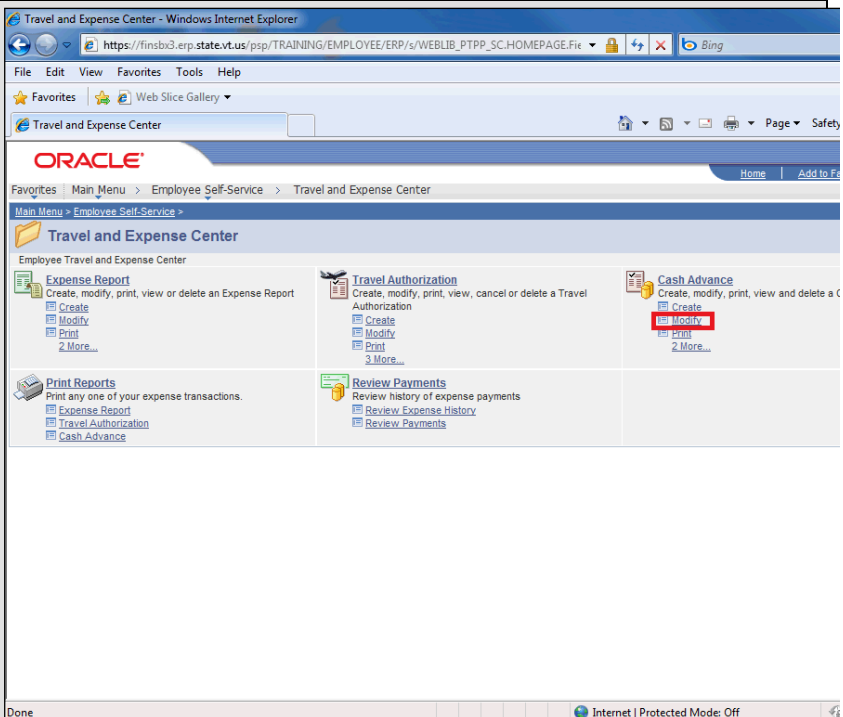
A Cash Advance can be modified if it has been saved for later or sent back for revision.

Please refer to Bulletin 3.4 (<http://aoa.vermont.gov/bulletins>) and your department's policy regarding Cash Advances.

Step	Action	
1.	Click the Main Menu button. 	

Step	Action	
2.	Click the Employee Self-Service menu. 	

Step	Action
3.	<p>Click the Travel and Expense Center menu.</p> 

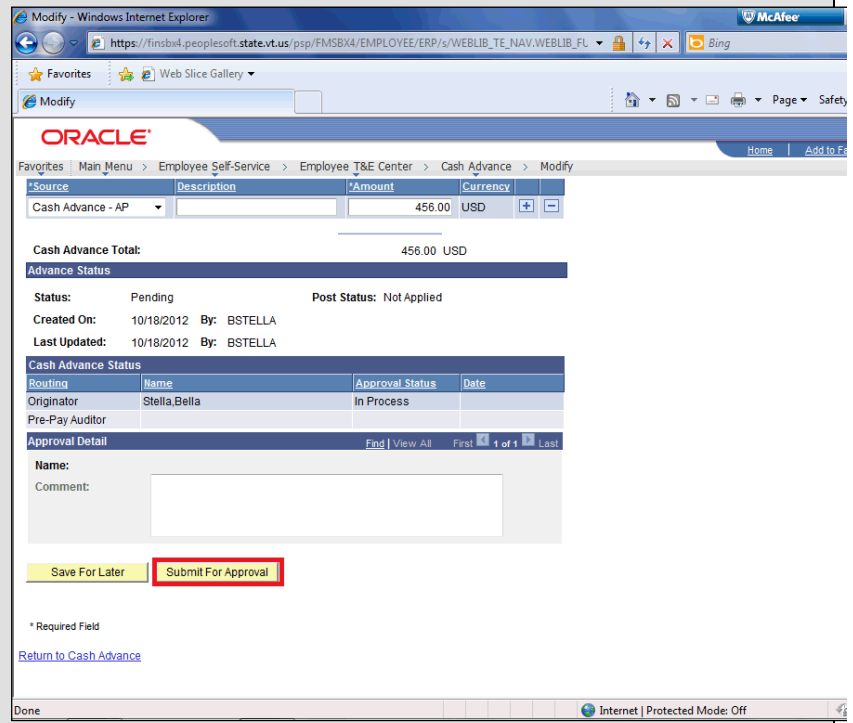
Step	Action
4.	<p>Under the Cash Advance menu,</p> <p>Click the Modify link.</p> 

Make any necessary changes. If the Advance was sent back for revision the reason will be listed in the comment section.

Step	Action
------	--------

5.	Click the Submit For Approval button.
----	--

Submit For Approval



Modify - Windows Internet Explorer

https://finsbx4.peoplesoft.state.vt.us/psp/FMSBX4/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FL

Oracle

Favorites | Main Menu | Employee Self-Service | Employee T&E Center | Cash Advance | Modify

Source	Description	Amount	Currency
Cash Advance - AP		456.00	USD

Cash Advance Total: 456.00 USD

Advance Status

Status: Pending Post Status: Not Applied

Created On: 10/18/2012 By: BSTELLA

Last Updated: 10/18/2012 By: BSTELLA

Cash Advance Status

Routing	Name	Approval Status	Date
Originator	Stella,Bella	In Process	
Pre-Pay Auditor			

Approval Detail

Name:

Comment:

Save For Later Submit For Approval

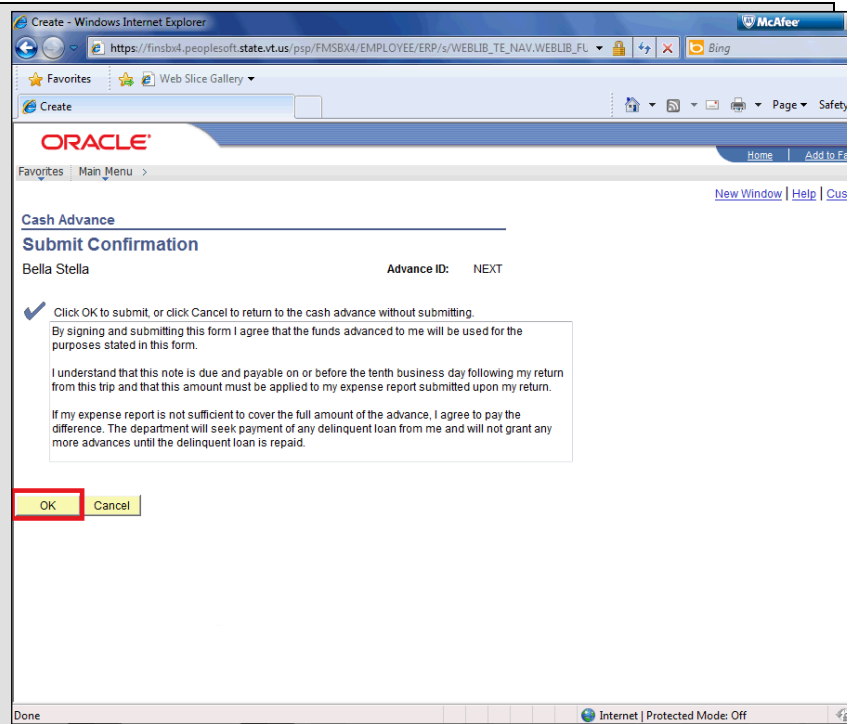
* Required Field

[Return to Cash Advance](#)

Step	Action
------	--------

6.	After reading the certification statement, click the OK button.
----	--

OK



Create - Windows Internet Explorer

https://finsbx4.peoplesoft.state.vt.us/psp/FMSBX4/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FL

Oracle

Favorites | Main Menu | Cash Advance

Submit Confirmation

Bella Stella Advance ID: NEXT


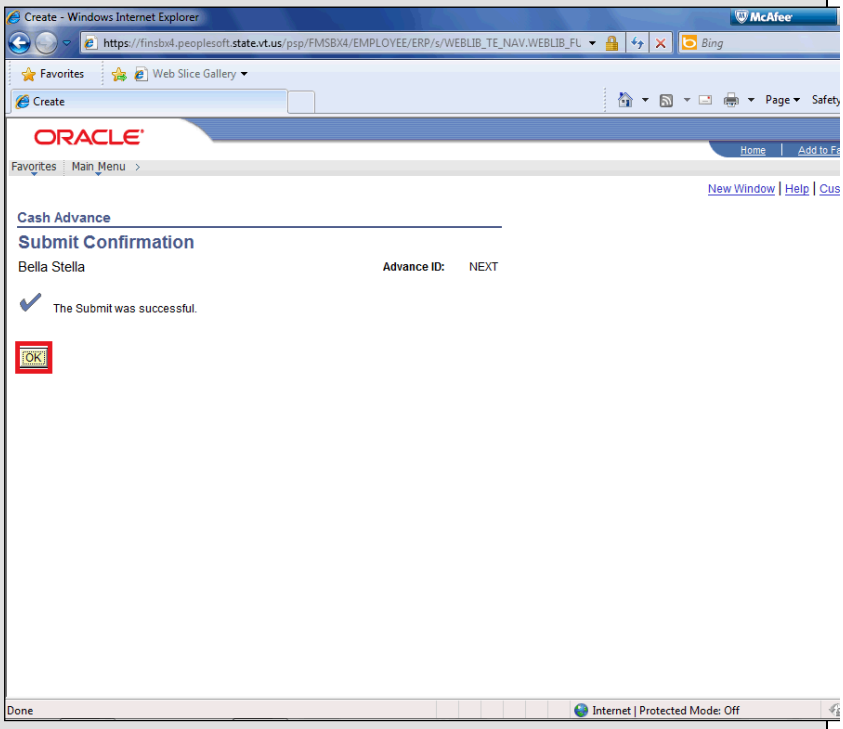
Click OK to submit, or click Cancel to return to the cash advance without submitting.

By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form.


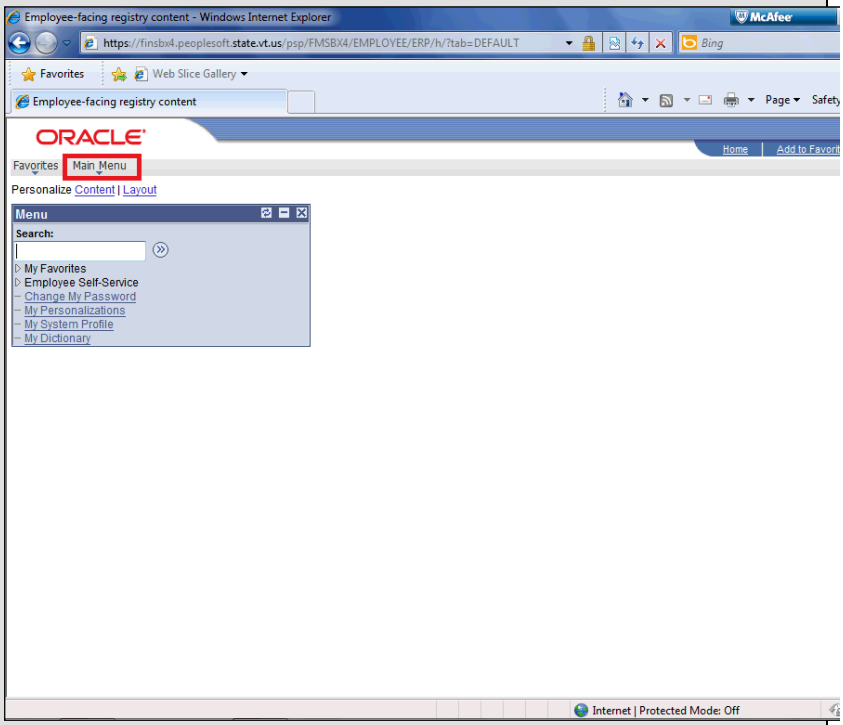
I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return.

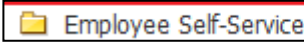
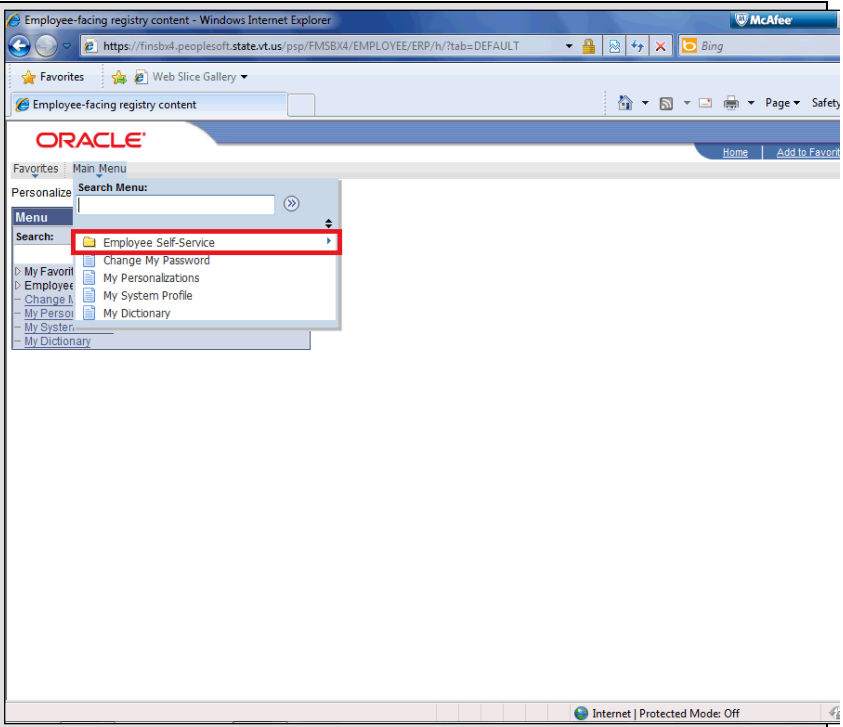
If my expense report is not sufficient to cover the full amount of the advance, I agree to pay the difference. The department will seek payment of any delinquent loan from me and will not grant any more advances until the delinquent loan is repaid.

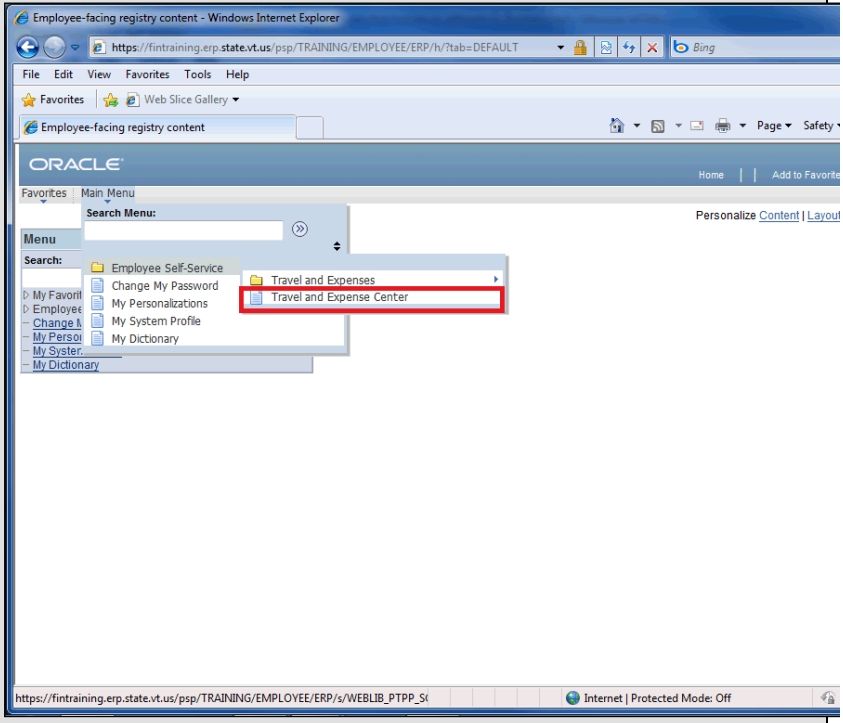
OK Cancel

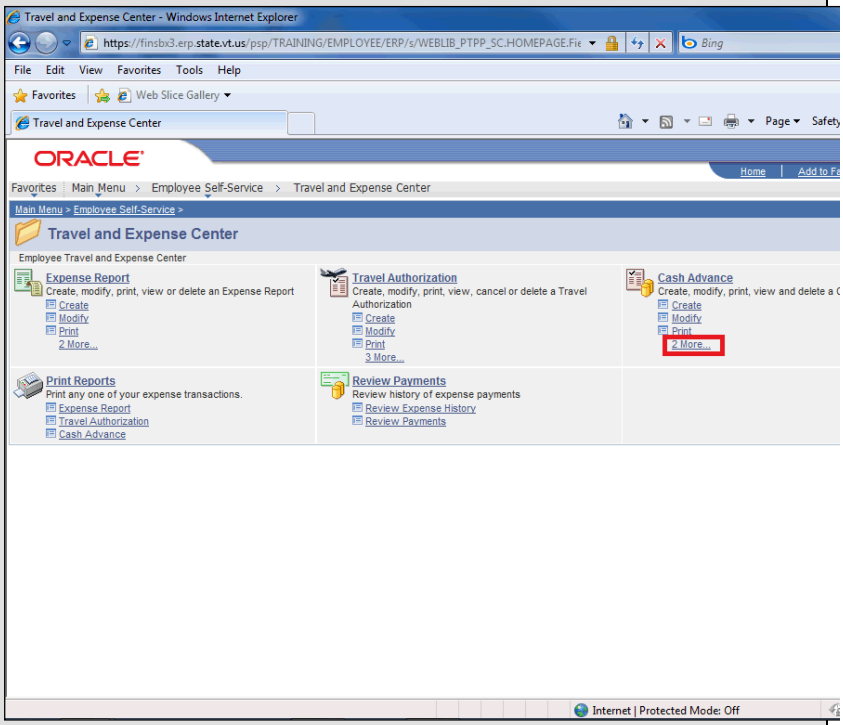
Step	Action	
7.	<p>Click the OK button.</p>  <p>The Advance is now submitted and is waiting for Expense Coordinator approval. If any changes are needed now, the Advance will have to be sent back to you by the Expense Coordinator for revision.</p>	


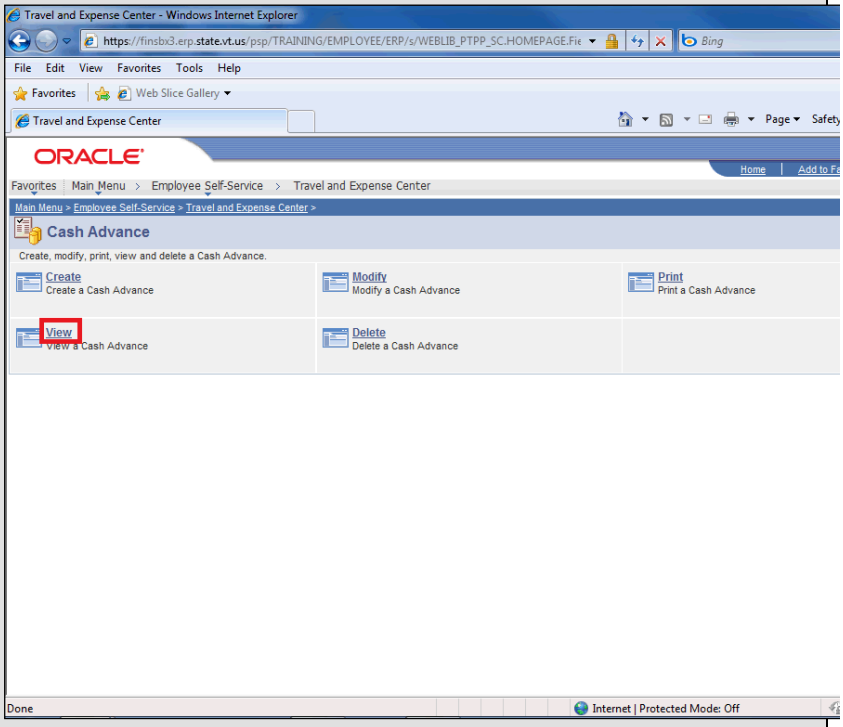
View Cash Advances


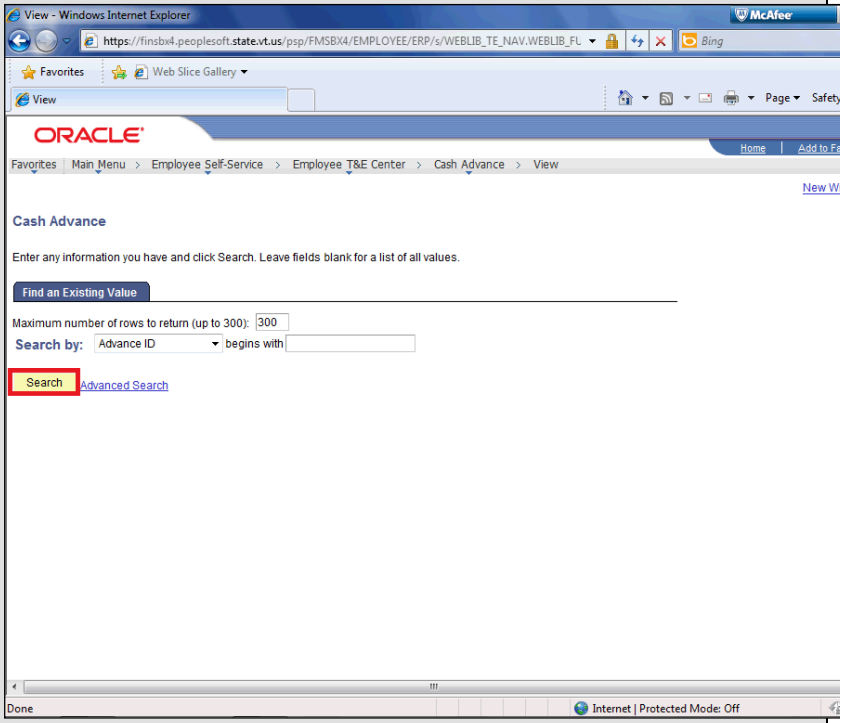
Step	Action	
1.	Click the Main Menu button. 	

Step	Action	
2.	Click on Employee Self-Service . 	

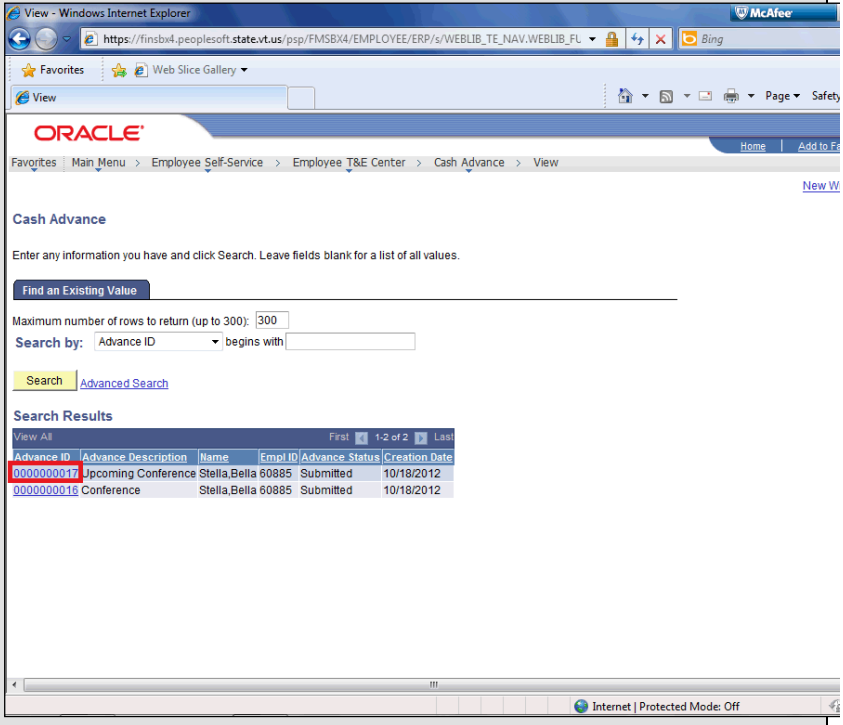
Step	Action
3.	<p>Click the Travel and Expense Center link.</p> 

Step	Action
4.	<p>Under the Cash Advance menu,</p> <p>Click the 2 More... link.</p> 

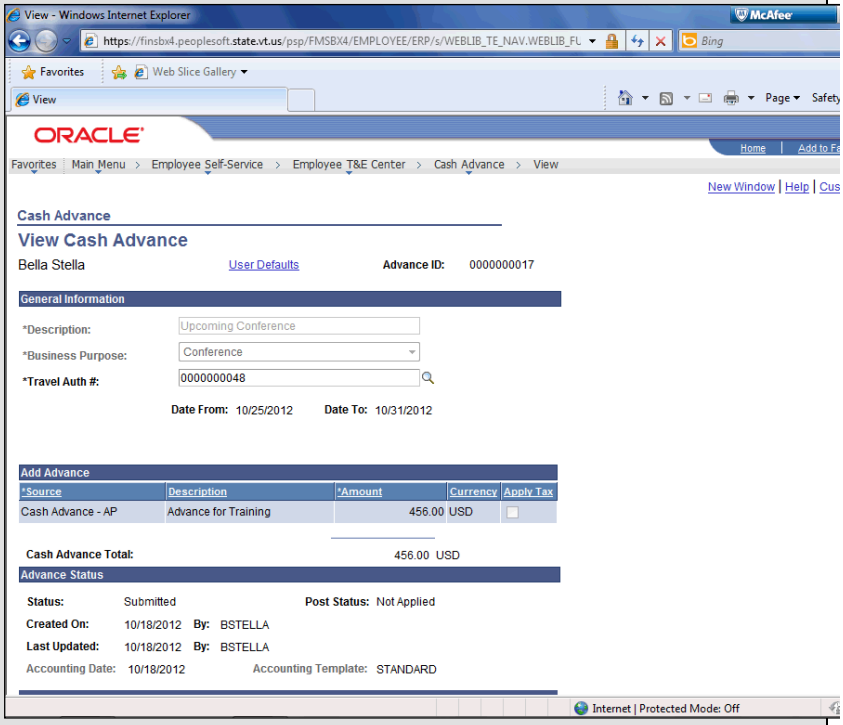
Step	Action	
5.	Click the View link. 	 <p>The screenshot shows the Oracle Travel and Expense Center interface. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Travel and Expense Center. The 'Cash Advance' section has a sub-header 'Create, modify, print, view and delete a Cash Advance.' Below this are four buttons: 'Create' (Create a Cash Advance), 'Modify' (Modify a Cash Advance), 'Print' (Print a Cash Advance), and 'View' (View a Cash Advance). The 'View' button is highlighted with a red box.</p>

Step	Action	
6.	If you know the cash advance # it can be entered here. To view all cash advances click the Search button. 	 <p>The screenshot shows the Oracle 'Cash Advance' search page. The breadcrumb trail is: Favorites > Main Menu > Employee Self-Service > Employee T&E Center > Cash Advance > View. The 'Cash Advance' section has a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A text field for 'Maximum number of rows to return (up to 300):' is set to 300. The 'Search by:' dropdown is set to 'Advance ID' and the 'begins with' field is empty. The 'Search' button is highlighted with a red box. There is also a link for 'Advanced Search'.</p>

Step	Action
7.	Select the Cash Advance you want to view.


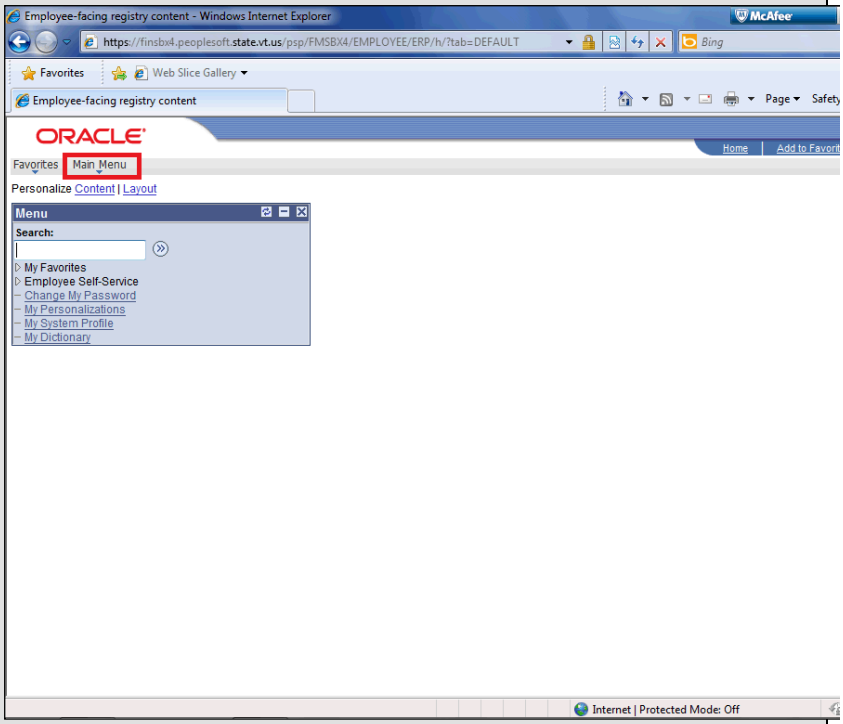
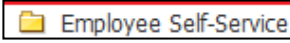
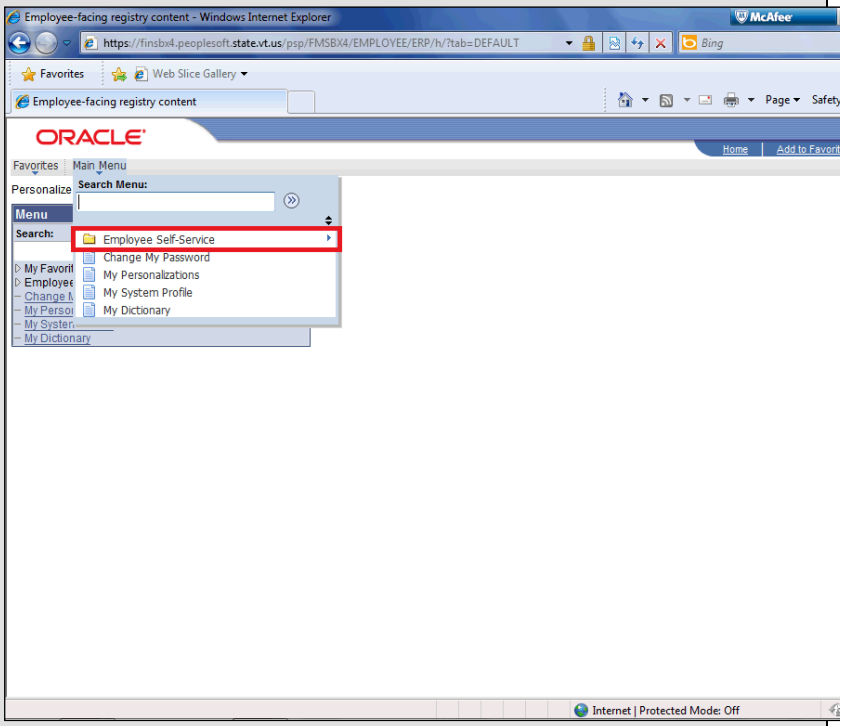


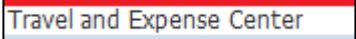
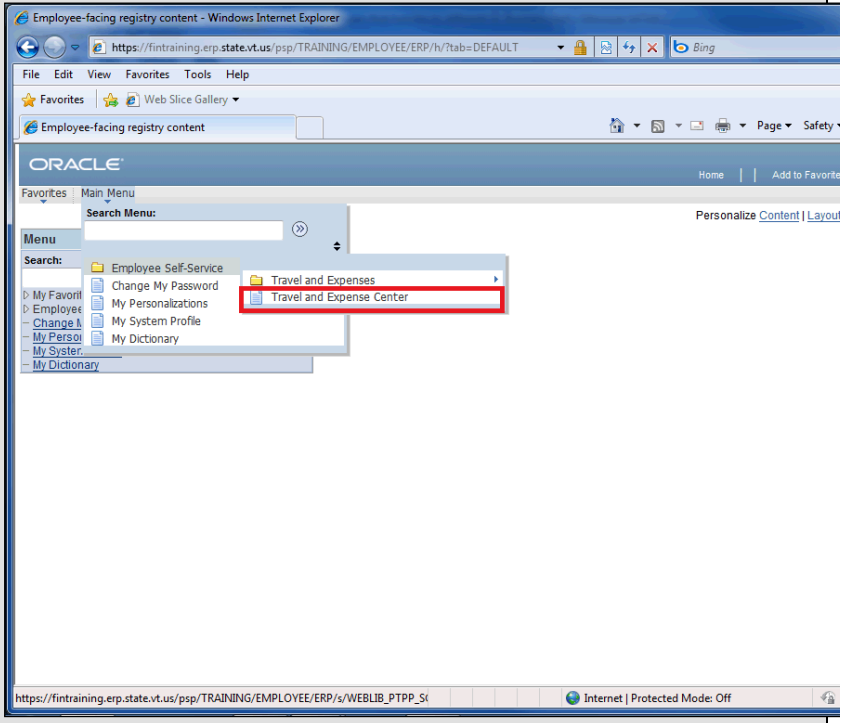
Step	Action
8.	All fields will be grayed out when viewing a cash advance. The advance status will be located in the Advance Status section.


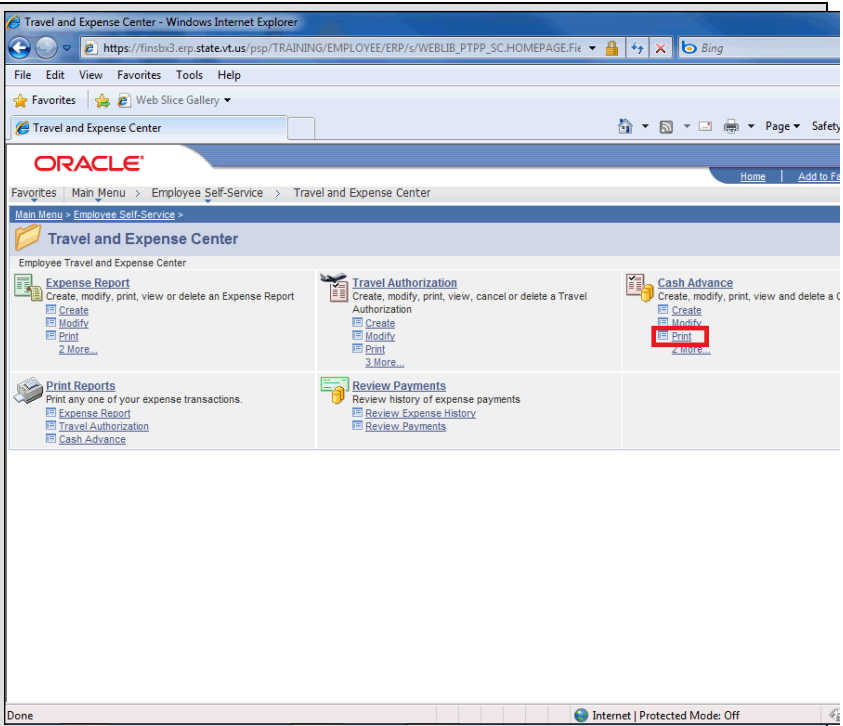


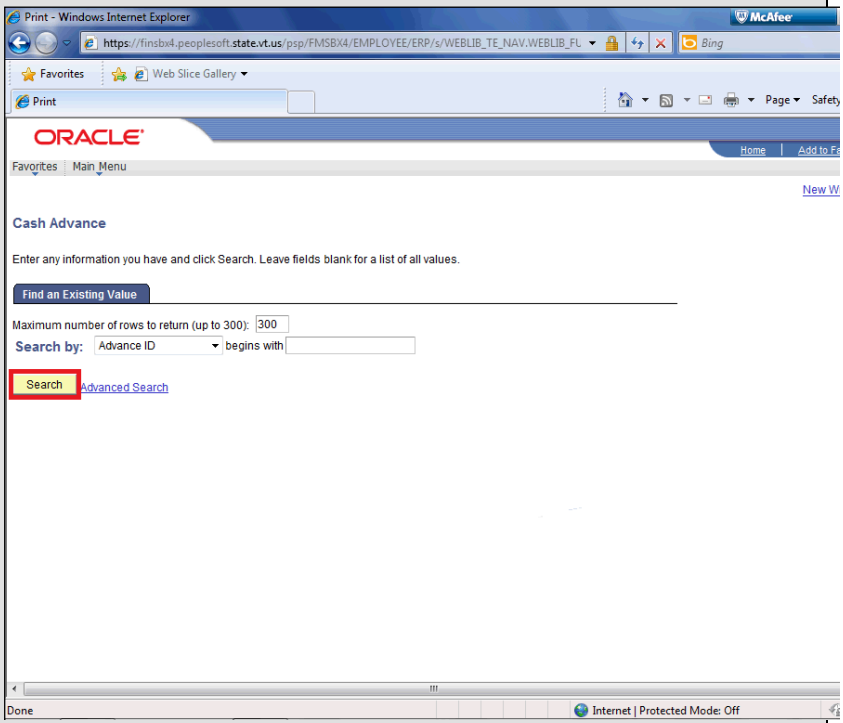
Print a Cash Advance

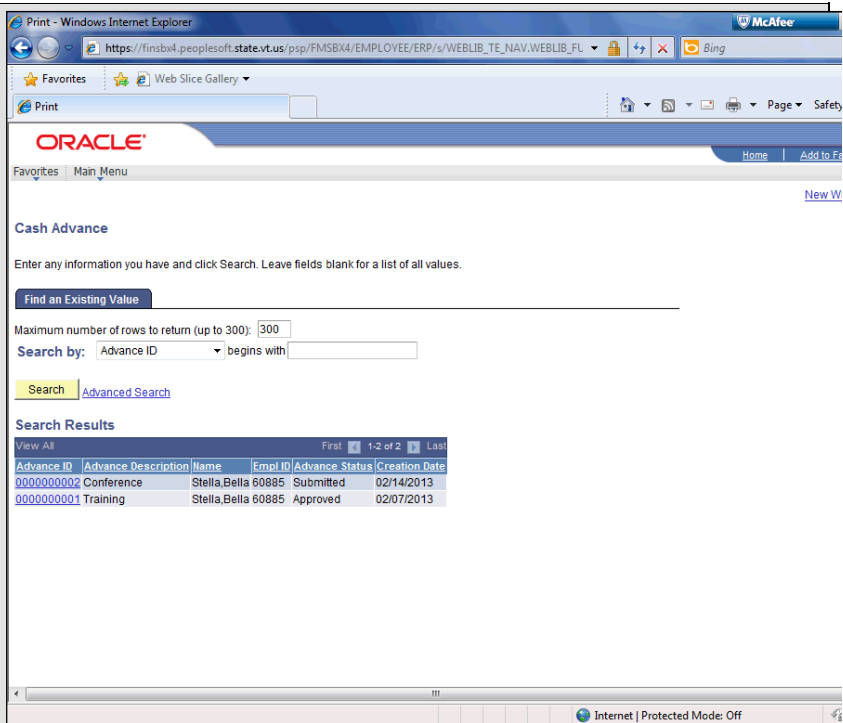
Cash Advances are available to view in the system and it is not necessary to print

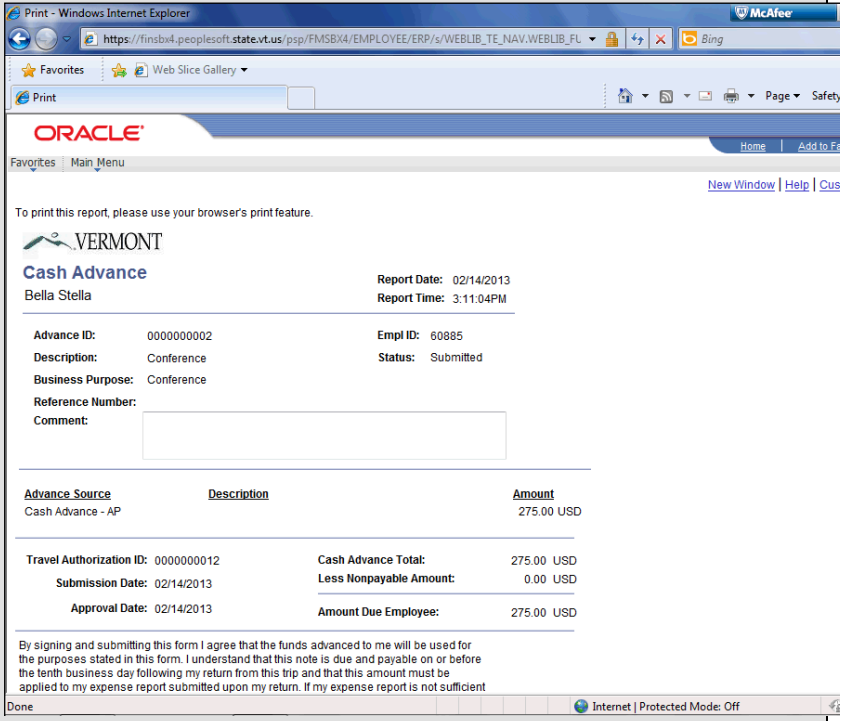
Step	Action	
1.	Click the Main Menu button. 	
2.	Click on Employee Self-Service . 	

Step	Action	
3.	Click the Travel and Expense Center link. 	 <p>The screenshot shows the Oracle Employee Self-Service interface in a Windows Internet Explorer browser. The 'Main Menu' is expanded, and the 'Travel and Expense Center' link is highlighted with a red rectangle. The browser address bar shows the URL: https://fintraining.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/h/?tab=DEFAULT.</p>

Step	Action	
4.	Under the Cash Advance menu Click the Print link. 	 <p>The screenshot shows the Oracle Travel and Expense Center interface. The 'Cash Advance' menu is expanded, and the 'Print' link is highlighted with a red rectangle. The browser address bar shows the URL: https://finbox3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC_HOMEPAGE.Fix.</p>


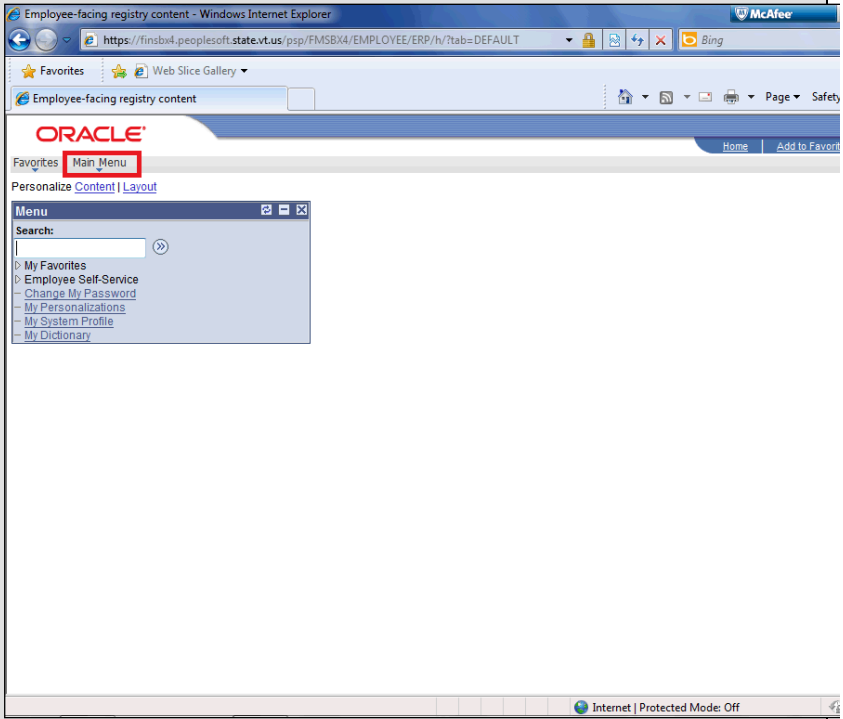
Step	Action	
5.	<p>If you have the Cash Advance # that you want to print you can enter the number into the Advance Id field or you can search to select.</p> <p>Click the Search button.</p> <div style="border: 1px solid red; padding: 2px; display: inline-block;">Search</div>	 <p>The screenshot shows the Oracle Cash Advance search interface. The 'Search' button is highlighted with a red box. The page title is 'Cash Advance'. Below the title, there is a search form with a 'Find an Existing Value' button, a 'Maximum number of rows to return (up to 300): 300' field, and a 'Search by:' dropdown menu set to 'Advance ID'. The 'Search' button is highlighted with a red box.</p>


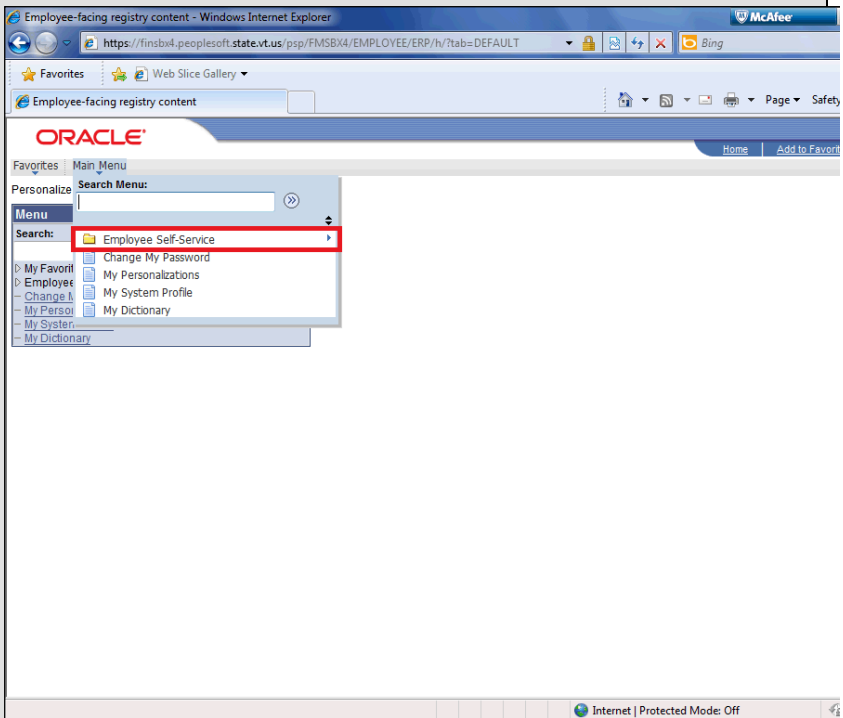
Step	Action																		
6.	<div>Select the Cash Advance you want to print.</div> <div><table><thead><tr><th>Advance ID</th><th>Advance Description</th><th>Name</th><th>Empl ID</th><th>Advance Status</th><th>Creation Date</th></tr></thead><tbody><tr><td>0000000002</td><td>Conference</td><td>Stella,Bella</td><td>60885</td><td>Submitted</td><td>02/14/2013</td></tr><tr><td>0000000001</td><td>Training</td><td>Stella,Bella</td><td>60885</td><td>Approved</td><td>02/07/2013</td></tr></tbody></table></div>	Advance ID	Advance Description	Name	Empl ID	Advance Status	Creation Date	0000000002	Conference	Stella,Bella	60885	Submitted	02/14/2013	0000000001	Training	Stella,Bella	60885	Approved	02/07/2013
Advance ID	Advance Description	Name	Empl ID	Advance Status	Creation Date														
0000000002	Conference	Stella,Bella	60885	Submitted	02/14/2013														
0000000001	Training	Stella,Bella	60885	Approved	02/07/2013														

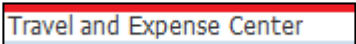
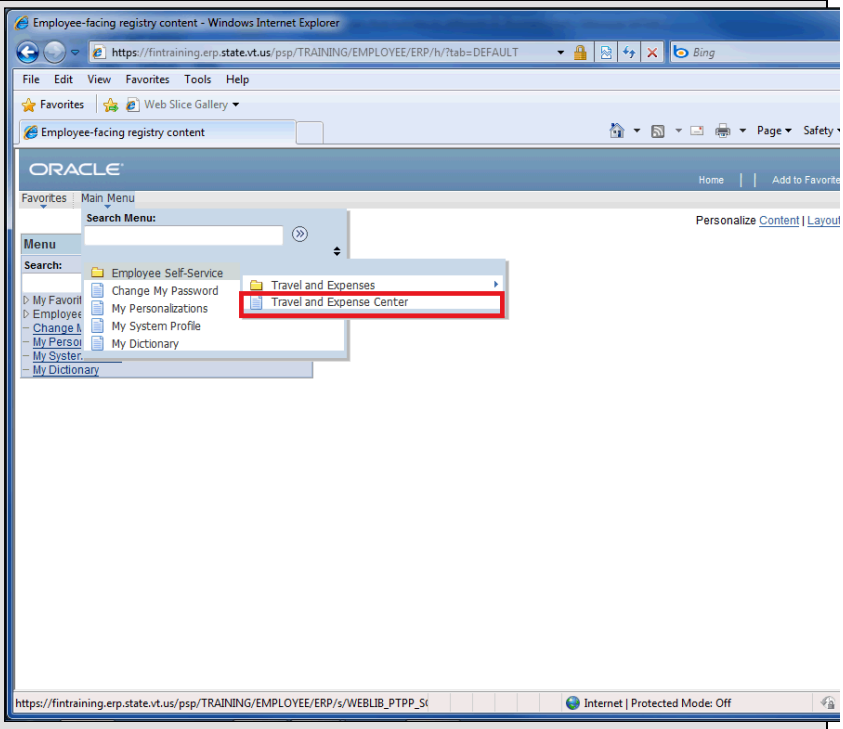
Step	Action																
7.	<p>A printable version of the Cash Advance will be available on the screen.</p> <p>Follow the instructions you currently use to print from your browser.</p>	 <p>The screenshot shows a web browser window displaying the Oracle PeopleSoft Cash Advance report. The report is titled 'Cash Advance' and is for employee Bella Stella. It includes fields for Advance ID, Description, Business Purpose, Reference Number, and Comment. Below these fields is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Advance Source</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Cash Advance - AP</td> <td></td> <td>275.00 USD</td> </tr> </tbody> </table> <p>At the bottom of the report, there is a summary section with the following information:</p> <table border="1"> <tbody> <tr> <td>Travel Authorization ID: 0000000012</td> <td>Cash Advance Total:</td> <td>275.00 USD</td> </tr> <tr> <td>Submission Date: 02/14/2013</td> <td>Less Nonpayable Amount:</td> <td>0.00 USD</td> </tr> <tr> <td>Approval Date: 02/14/2013</td> <td>Amount Due Employee:</td> <td>275.00 USD</td> </tr> </tbody> </table> <p>Below the summary, there is a disclaimer: 'By signing and submitting this form I agree that the funds advanced to me will be used for the purposes stated in this form. I understand that this note is due and payable on or before the tenth business day following my return from this trip and that this amount must be applied to my expense report submitted upon my return. If my expense report is not sufficient'.</p>	Advance Source	Description	Amount	Cash Advance - AP		275.00 USD	Travel Authorization ID: 0000000012	Cash Advance Total:	275.00 USD	Submission Date: 02/14/2013	Less Nonpayable Amount:	0.00 USD	Approval Date: 02/14/2013	Amount Due Employee:	275.00 USD
Advance Source	Description	Amount															
Cash Advance - AP		275.00 USD															
Travel Authorization ID: 0000000012	Cash Advance Total:	275.00 USD															
Submission Date: 02/14/2013	Less Nonpayable Amount:	0.00 USD															
Approval Date: 02/14/2013	Amount Due Employee:	275.00 USD															


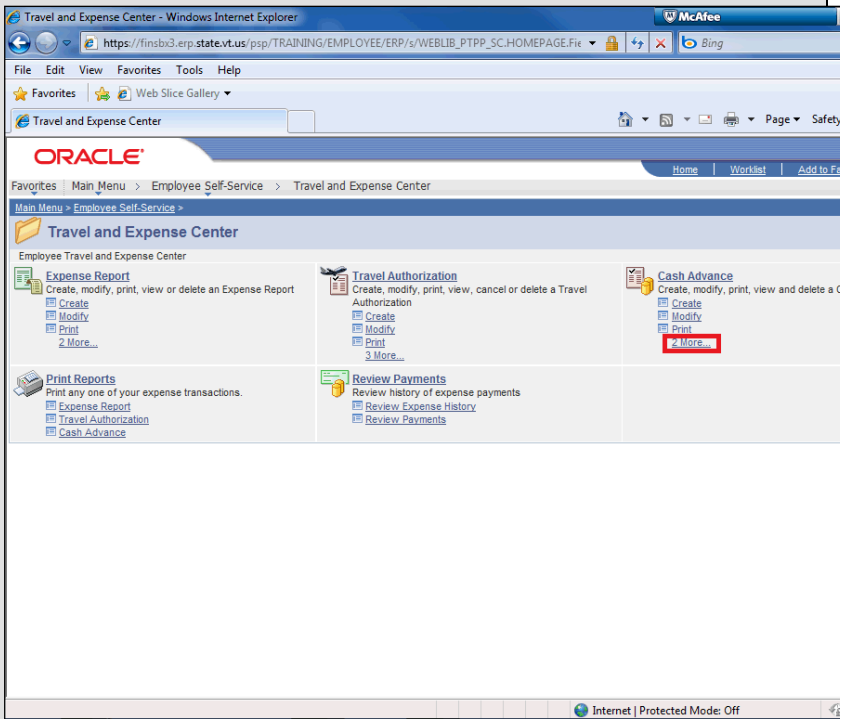
Delete a Cash Advance


Cash Advances can only be deleted when they are in a pending status.

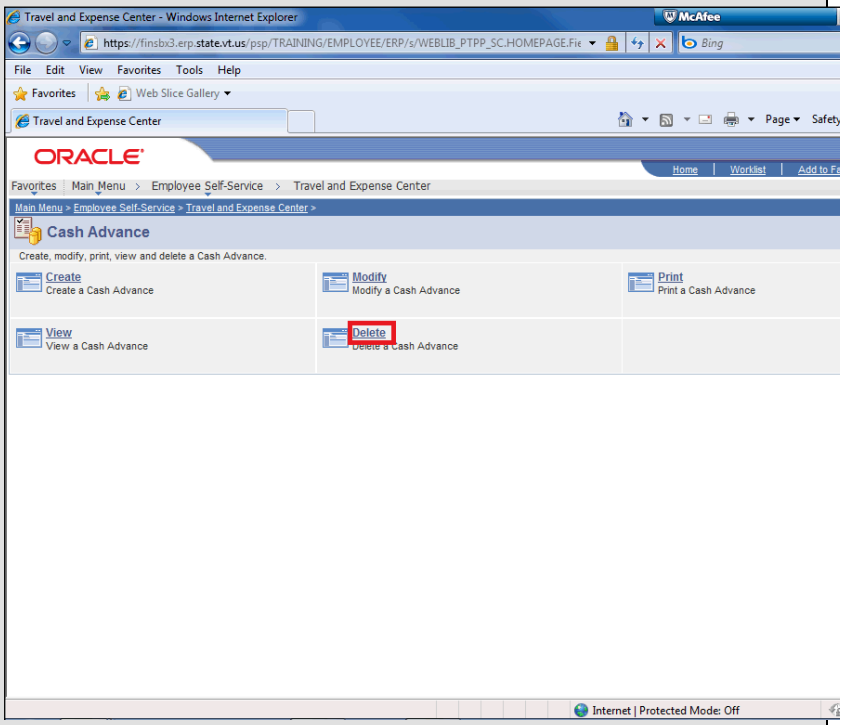
Step	Action	
1.	Click the Main Menu button. 	


Step	Action	
2.	Click on Employee Self-Service . 	

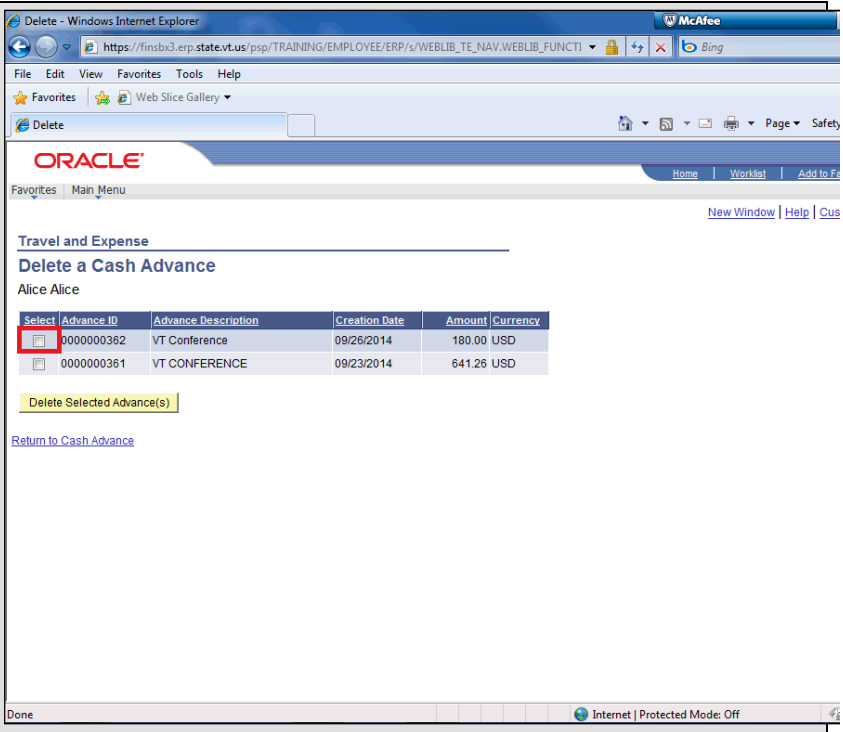
Step	Action	
3.	Click the Travel and Expense Center link. 	 <p>The screenshot shows the Oracle Employee Self-Service interface in a Windows Internet Explorer browser. The URL is https://fintraining.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/h?tab=DEFAULT. The 'Main Menu' is expanded, and the 'Travel and Expense Center' link is highlighted with a red box. Other links in the menu include 'Employee Self-Service', 'Change My Password', 'My Personalizations', 'My System Profile', 'My Dictionary', and 'My Dictionary'.</p>

Step	Action	
4.	Under the Cash Advance menu, Click the 2 More... link. 	 <p>The screenshot shows the Oracle Travel and Expense Center interface in a Windows Internet Explorer browser. The URL is https://finb3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_PTPP_SC_HOMEPAGE.Fie. The 'Main Menu' is expanded, and the 'Cash Advance' menu is visible. The '2 More...' link is highlighted with a red box. Other links in the menu include 'Expense Report', 'Travel Authorization', 'Review Payments', 'Print Reports', 'Expense Report', 'Travel Authorization', and 'Cash Advance'.</p>

Step	Action
5.	Click the Delete link. 



<p>Any Cash Advance that is in a pending status will show up available to delete.</p> <p>If the Cash Advance you are looking for isn't showing up, double check the status to confirm that it is pending.</p>	
Step	Action
6.	Select the Advance you want to delete, 



Select	Advance ID	Advance Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000000362	VT Conference	09/26/2014	180.00	USD
<input type="checkbox"/>	0000000361	VT CONFERENCE	09/23/2014	641.26	USD

Step	Action
7.	<p>Click the Delete Selected Advance(s) button.</p> <p>Delete Selected Advance(s)</p>

Delete - Windows Internet Explorer

https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI

File Edit View Favorites Tools Help

Favorites Web Slice Gallery

Delete

ORACLE

Favorites Main Menu

New Window Help Cus

Travel and Expense

Delete a Cash Advance

Alice Alice


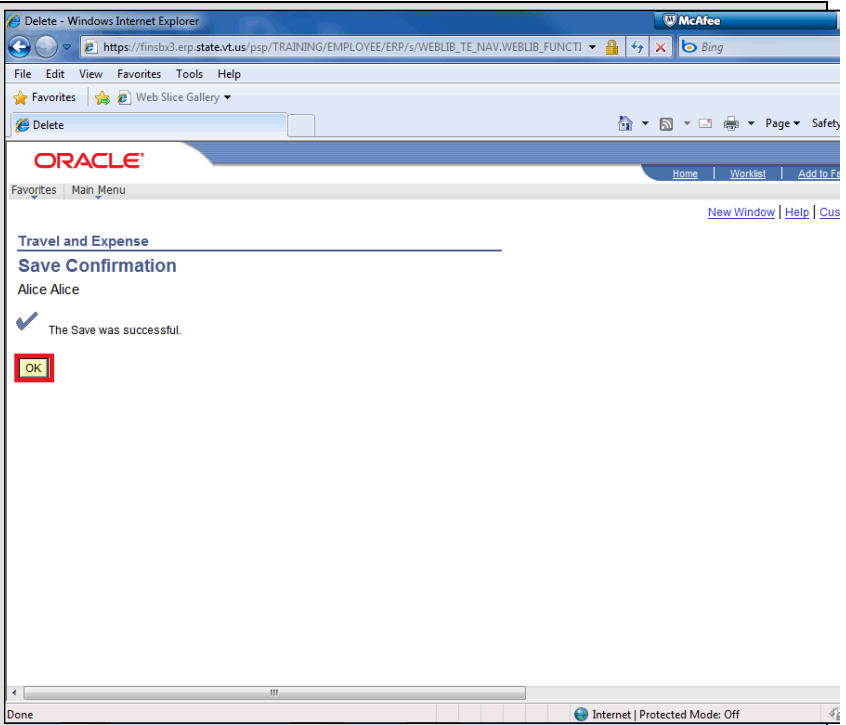
Select	Advance ID	Advance Description	Creation Date	Amount	Currency
<input checked="" type="checkbox"/>	0000000362	VT Conference	09/26/2014	180.00	USD
<input type="checkbox"/>	0000000361	VT CONFERENCE	09/23/2014	641.26	USD

Delete Selected Advance(s)

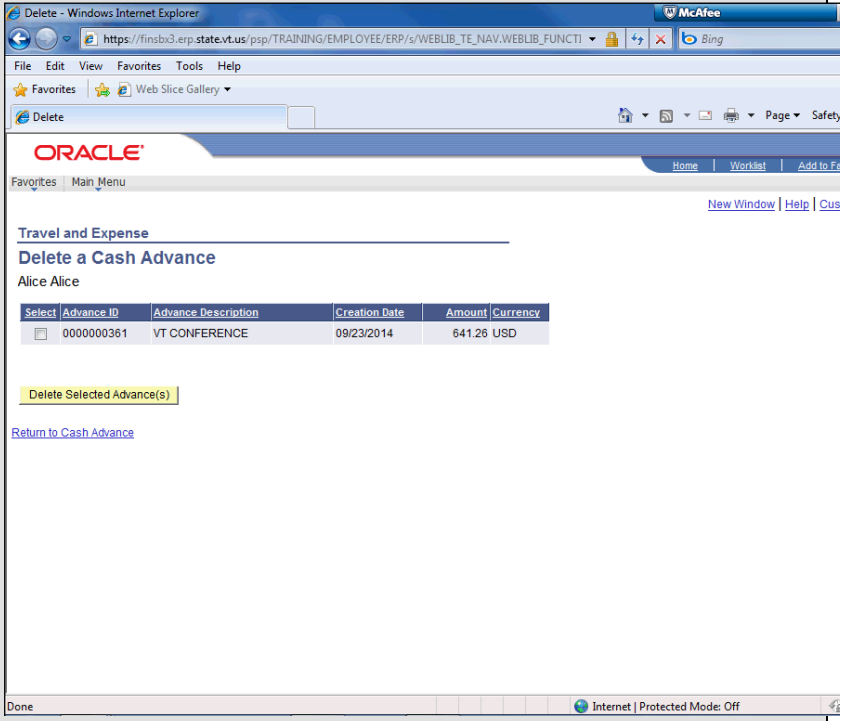
[Return to Cash Advance](#)

Done

Internet Protected Mode: Off

Step	Action	
8.	Click the OK button. 	 <p>Oracle Travel and Expense Save Confirmation Alice Alice</p> <p><input checked="" type="checkbox"/> The Save was successful.</p> <p>OK</p>

Step	Action
9.	The deleted Cash Advance will no longer be available to view, modify, or print.



The screenshot shows the Oracle Expense Training Guide interface. The browser window is titled 'Delete - Windows Internet Explorer' and the address bar shows the URL 'https://finsbx3.erp.state.vt.us/psp/TRAINING/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTI'. The page content includes the Oracle logo, a 'Delete' button, and a table with the following data:

Select	Advance ID	Advance Description	Creation Date	Amount	Currency
<input type="checkbox"/>	0000000361	VT CONFERENCE	09/23/2014	641.26	USD

Below the table, there is a 'Delete Selected Advance(s)' button and a 'Return to Cash Advance' link. The status bar at the bottom indicates 'Internet | Protected Mode: Off'.